

WELCOME TO

PLAYBOX PLAYGROUP

METHODIST CHURCH HALL
GLOUCESTER ROAD
BURGESS HILL
WEST SUSSEX
RH15 8QD

07947 229629

SUPERVISORS

Mrs Anne Lambert 07528 352685
(Mon. Tue. Wed.)

Mrs Margaret Backshall 07528 366550
(Wed. Thur. Fri.)

DEPUTY SUPERVISORS

Mrs Lynn Faria

Mrs Emma Weston

ASSISTANTS

Mrs Alexis Ground

Mrs Neerja Sharma

Mrs Lisa Pontremoli

Mrs Kiri

Jones

The staff are all qualified having attended relevant courses on working with Pre-School children; and majority have First Aid training. We continue our training, as new courses are available to keep updated on changes in playgroups and childcare. All Staff/volunteers are CRB Checked

Playbox is a member of the Pre School Learning Alliance

We are registered with OFSTED Inspection Unit, and are inspected by OFSTED. We are also registered with the DfEE to offer Nursery Funded Sessions.

OUR AIMS

The **AIMS** of this playgroup are to provide a safe, secure, caring environment to encourage children to develop as individuals while catering for all needs and beliefs.

Our learning through play curriculum aims to stimulate and help all children reach their potential with support from qualified staff and in partnership with parents/carers.

Playbox Playgroup was opened in 1974 and is owned by The Methodist Church. The Supervisors are helped and supported by playgroup staff and a committee of parents fundraising. We have regular contact with the Church Minister and a group of church members who support us.

SESSION TIMES - SCHOOL TERM-TIME ONLY

| | |
|----------------------|-----------------------------------|
| Monday - Friday | 8.45am - 11.45am |
| Wednesday and Friday | 12.30pm - 2.30pm |
| Tuesday and Thursday | 11.45am - 2.45pm (includes Lunch) |

We can accommodate up to 30 children per session. Our ratio per session is one adult to eight children (for children 3yrs and over), and one adult to four children (for children 2-3yrs old) plus a parent rota helper.

ADMISSIONS POLICY

It is our intention to make our playgroup genuinely accessible to children and families from all sections of the community. All children and families with special needs will be considered.

We offer a place to children once they are about 2years 8months so it is advisable to make sure they are registered on our waiting list. We also take into account when admitting from our list, age, and siblings enrolled, special needs and other factors.

On admission at the age of 2years 8mnths children will usually start on Wednesday and Friday afternoons, progressing onto Tuesday and Thursday mornings as places become available when they are 3. They will remain doing these mornings until they are about 4 at which point they progress to Mon/Wed/Fri mornings subject to places being available. The term they are 3 they will be offered up to 15 hours using the Nursery Funding available to them subject to places available. Details of the funding system are on the following page. This is all currently under review due to government changes.

PLAYGROUP OR SCHOOL

If your child is 4 by the 31st August you have a choice of sending your child to school or choosing to delay the admission by one or two terms and stay with us. You must accept the place at the school but confirm with them your decision to delay.

You are welcome to discuss this with our staff nearer the time.

FEES

The fees are currently £.....per 2 hour session or £.....per hour
Fees for each new half term are due by an agreed date at the end of the previous half term. This secures your child's place for the next half term. Cheques are made payable to Playbox Playgroup with a cheque card number. If you experience any difficulties paying please see the supervisors. Any problems are dealt with in confidence.

Fees are payable even if your child is absent through illness or holiday.

A minimum half-terms notice must be given or half-terms fees paid in lieu if a child is withdrawn.

NURSERY FUNDED SESSIONS GUIDE

In the term your child is 3 you can claim for up to 15 hours in 3-hour blocks subject to availability. We will give you the forms and claim the funding from West Sussex County Education Department on your behalf. The dates below will help you decide when your child will receive funding.

DfEE. Funding only covers up to 15 hours per week for a 38-week year.

| | | |
|---|---------|-------|
| BIRTH DATE 1 st Sept - 31 st Dec | Funding | Jan |
| 1 st Jan - 31 st March | Funding | April |
| 1 st April - 31 st August | Funding | Sept |

You can claim up to a maximum 15 hours at one playgroup or divided between other childcare facilities as long as it is not over 15 hours then you will be charged and depending on how many weeks each setting does.

PARENT ROTA

We used to charge all families £10 per half term to cover parents helping but at present we are not charging and hopefully parents will still want to help us. The rota form is available before the end of each half term; parent/carers are welcome to fill in a date when their child is in attendance. This is a good opportunity to come in and see us at play, meet the children and share an experience with your child. It is also an opportunity to see your child's learning journal and meet their keyworker. Some children will show off or cling to you, do not worry they all react differently when having to share you.

STARTING PLAYGROUP

- You and your child will be invited to spend part of a session with us a few days before they actually start.
- Confidence comes from being able to do things for themselves. Please make sure they come in suitably dressed i.e. clothes they can easily pull up and down when going to the toilet. Also at different times of the year they have suitable outdoors clothing i.e. raincoats, wellies, sunhats etc.
- The children are encouraged to explore and learn from different materials such as water, paint, glue and dough. They may well get messy (overalls are provided) so please dress your child in easily washed clothes. Please name all removable items.
- Please do not bring your child to playgroup if they are unwell or have had sickness/diarrhoea in the previous 48-hour period. It is inconsiderate to the other children and staff. Please let playgroup know.
- If your child is unwell whilst at playgroup you will be contacted and asked to collect immediately.
- Please notify the playgroup when your child has any infectious diseases so we can inform whom they may have been in contact with.

ARRIVAL AND DEPARTURE

On arrival please help your child find their name and place it on the name board. Any items to support out planning (see notice board) can be placed in our Treasure Chest, please make sure it has their name on it. Help your child hang up their named coats. As they get older encourage them to take their own coat off and hang it up on their own. This helps their independence and getting ready for school.

If anyone other than yourself is collecting your child please fill in the person collecting and a phone number for them in the Collecting Book in the foyer.

There is limited car parking available. The entrance is via Royal George Road, but **PLEASE** be aware of the safety of children/adults when using it.

Please be prompt when arriving and collecting. It can be very upsetting for a child if you are late. Please praise their efforts of what has been achieved by them - if they have nothing to show do not be disappointed because to them the process of play is more important and enjoyable. A charge of £5 per quarter hour you are late collecting is charged to you.

MID-MORNING BREAK

Milk or water is offered. All families are given a snack pot when their child starts for them to bring a healthy snack; ideas are given to you when they start. Please no crisps/cakes etc. Water is always available throughout the session.

KEYWORKER

When joining our playgroup all children and parent/carers are introduced to members of staff who will be their keyworkers. The keyworkers are responsible for observing and encouraging your child as an individual and keep development learning journals on them in accordance with the EYFS.. Parents are welcome each term to discuss and exchange ideas on their Child's progress and development with their keyworker. All information shared with your keyworkers will be confidential.

THE CURRICULUM

We are currently using the Early Years Foundation Stage (EYFS) to develop our planning through following the children's progress and play based free choice. All children are encouraged to use free choice, there are work station available for them to achieve this i.e. art/craft, science/maths, physical, small world/construction, books, role play, this is followed through in outside play

Children learn in their own time. At first they learn the skills of socialising, playing with other children, trusting new adults, independence, experimenting with all sorts of materials, expressing themselves and working things out.

CREATIVE DEVELOPMENT - includes paint, crayons, gluing, collage, model making using man made and natural products. There are Opportunities for imaginative play with dolls house, garage, zoo, farm, home corner shop, puppet theatre and dressing up.

COMMUNICATION LANGUAGE AND LITERACY - children will be given opportunities to talk, discuss, share ideas and listen to others. Stories, songs, rhymes are all chances to join in. Books are always out for children to look at and recognise that words and pictures convey meaning.

PROBLEM SOLVING, REASONING AND NUMERACY - a wide range of bricks, puzzles, games encourage counting, sequencing and shape recognition. Through this knowledge they learn problem solving and number recognition.

PHYSICAL DEVELOPMENT - children are given the opportunity both indoors and out to develop their skills in climbing, balancing, movement and running. They use a beam, climbing-frame, bikes, cars, tunnel, ball games and hoops.

KNOWLEDGE AND UNDERSTANDING OF THE WORLD - the use of water, sand and other man made and natural products help children explore and experiment. Being aware of their environment, looking at nature and growing things, appreciating other cultures and beliefs.

PERSONAL SOCIAL AND EMOTIONAL DEVELOPMENT - The children are encouraged to take part fully in playgroup by caring, sharing, helping others, concentrating, problem solving and respecting others. This is backed up by a positive attitude from all members of staff and helpers.

SPIRITUAL DEVELOPMENT - As part of the Burgess Hill Methodist Church, Playbox welcomes the involvement of parents and children in the activities of the church and invitations are given out for especially suitable events, for example: at Christmas.

PLAYBOX FUND RAISERS - This is a very much-appreciated group of parents who meet once a half term socially to arrange much needed fund raising and support. This is usually in the form of coffee mornings, photographer session, town fayre and arranging outings. Recently for toy's, extra music sessions, mother's day gifts and visit from a farm. Working together with the staff means providing the best for all the children.

All parents and friends are welcome!

The fees/funding only covers staffing /hall hire and running cost.

A newsletter is sent out each term to keep everyone informed. Please keep looking at the noticeboards for all the latest news.

POLICIES

We operate within the guidelines set by OFSTED and our policies on;

Health and Safety

Behaviour

Admissions

Confidentiality

Safeguarding

Complaints

Equality and Diversity

Special Needs

Detailed copies of these and many other policies are available on request and can be viewed in our Portfolio on display in the foyer..

OFSTED can be contacted about problems or concerns about the Playgroup on The Complaints and Enforcement Line 0300 123 1231

We look forward to seeing you and your family soon.

No appointment is needed but you can phone the supervisors prior to your visit if you wish.

Once your registration has been completed and sent to us your child's name will go on the waiting list. When a place becomes available you will be sent an invitation to start the term prior to starting.