

Gantshill Playgroup



A Happy And Secure Place For Your Children's Development

**Gants Hill Playgroup
Gants Hill Methodist Church
Gants Hill Crescent
Ilford
IG2 6TU**

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Website: www.gantshillplaygroup.co.uk

Dear Parents and Guardians,

Welcome to Gants Hill Playgroup,



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.

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, as well as volunteer parent helpers.
- 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.

The provision for children's development and learning is guided by Early Years Foundation Stage EYFS (DfE 2012). Our provision reflects the four guiding themes and principles of the EYFS.

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent through positive relationships.

Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development

Children develop and learn in different ways. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

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 our setting 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:

Prime Areas

- Personal, social and emotional development.
- Physical development.
- Communication and language.

Specific Areas

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

For each area, the level of progress children should be expected to have attained by the end of the Early Years Foundation Stage is defined by 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.

Personal, social and emotional development

Our programme supports children to develop:

- making relationships
- self-confidence and self-awareness
- managing feelings and behaviour

Physical development

Our programme supports children to develop:

- moving and handling
- health and self-care

Communication and language

Our programme supports children to develop:

- listening and attention
- understanding
- speaking

Literacy

Our programme supports children to develop:

- reading
- writing

Mathematics

Our programme supports children to develop:

- *numbers*
- *shape space and measure*

Understanding the world

Our programme supports children to develop:

- people and communities
- the world
- technology

Expressive arts and design

Our programme supports children to develop:

- exploring and using media and material
- being imaginative

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 Early Years Foundation Stage 'Development Matters guidance 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 Development Matters guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the

children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

Records Of Achievement

The setting keeps a record of achievement for each child. Staff and parents working together on their children's records of achievement is one of the ways in which the key person and parents work in partnership. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Our Staff

The staff are the most important people as far as your children's wellbeing is concerned. We are proud to say that we have highly experienced staffs that have spent a large number of years in the childcare business.

All of our staff are fully qualified, and DBS checked, first aiders with the relevant childcare qualifications.

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.

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.

Starting At Our Setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. The setting has a policy about helping children to settle into the setting: it has briefly been described in this prospectus or complete policy is available from Manager/Keyperson

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Snacks and Meals

The setting makes snacks and meals a social time at which children and adults eat together. We plan the menus for snacks that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.

If your child is staying for a full day (9-3 pm), you need to provide a packed lunch.

Policies

Copies of the setting's policies and procedures are displayed on parent's board or are available on our website.

Safeguarding Children

Our setting 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. Our Lead Safeguarding Officer (LSO) is **Dawn Nixon** and Deputy Safeguarding Officer (DSO) is **Nihan Icel**.

Special Needs

It is part of the setting's policy to make sure that it 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). Our Special Educational Needs Co-ordinator is; **Dawn Nixon**

Facilities

Our setting is made up of 2 Church halls, which will be used if it is necessary depending on our numbers of children we are registered for 29 children. We also have access to a safe outdoor area which is recently renovated. This will allow the children to gain fresh air and enjoy an outside environment while exploring and playing.

We have 4 Toilet areas within the Playgroup, all toilets have their own doors to offer privacy to your child and promote their independence. Nappy Changing Facilities are also available. We work closely with parents to support the children's toilet training

Illness

Please keep your child at home if they have a Rash, Sickness or Diarrhoea or any other contagious illness until a doctor is consulted. Please see our illness exclusion policy on our parent's board.

Security/Collection Procedure

.If someone other than yourself or your authorised pupil which you stated during application processes are collecting your child, please inform our Playgroup Manager prior to collection via Telephone or in person. If we do not recognise the authorised Person we will ask to see ID to maintain maximum protection. The Children's safety is our foremost concern, so your full cooperation is requested in this matter.

If you collect you child after late you will be charged £1.00 every minute. We will be recording children leaving late and if that counts up to 30 minutes, we will have to inform Social services according to our policy. Parents will be given a written notice prior of informing social services.

Clothing

Children should be dressed comfortably with clothes that are washable and suitable for all forms of play. All clothing should be clearly labelled. We will be providing protective aprons for Painting/Water Play etc.

For outdoor play in sunny weather and hot circumstances, we recommend that you provide your children with a Hat and protective Sun Cream. For children wearing nappies, parents should provide spare nappies, wet wipes and spare clothes.

Fees

£16.00 – Regular Session (3 Hours)

£32.00 - Full Day Session (6 Hours)

(Our sessions are Monday to Friday 9-12 or 12-3 pm)

We do accept childcare vouchers.

Please Note: Full day sessions subject to availability

If your child is staying for a full day (9-3 pm), you need to provide a packed lunch.

Funding

All Children aged 3 or over are entitled to 15 hours (Per Week) of free Early Years Education for 38 weeks of the year (Term time only). This applies until they reach compulsory Schooling Age (The term following their 5th Birthday)

When your Child qualifies for a free place:

1 April and 31 August	1 September following their third birthday until statutory school age
1 September and 31 December	1 January following their third birthday until statutory school age
1 January and 31 March	1 April following their third birthday until statutory school age

2-Year-Old Funding

We offer places to 2-year-old funded children.

3-4-Year-Old Funding

We offer places for 3-4-year-old funded children.

30 Hours Extending Funding

We offer 30 hours Places for 3-4-year-old eligible children

If you need holidays within the term-time please consult with the manager before booking tickets, as if you're away for a long period of time your child's place will be offered to children on waiting list.

Please Note:

- **Please collect your child at 12:00pm or 15:00 at the latest.**
- Late collection is £5 for first 5 minutes, then £1 every minute**
- **Fees cannot be funded for normal sickness or holidays.**
- **If fee payments are late by more than 4 weeks, there will be £10 administration charges.**
- **Fees are payable 2 weeks in advance.**
- **2 weeks written notice is required if you no longer require your place.**

Complaints Procedure

If you have any cause for complaint, if you feel able, please discuss it with your child's Keyworker. If you do not feel happy with how your complaint is dealt with, please speak to the Playgroup Manager who will work with you to ensure that you feel satisfied with the way your complaint is dealt with. You have a right to voice your complaints further with our registered body.

OFSTED

Applications, Regulatory and Contact (ARC) Team

Piccadilly Gate

Store Street

Manchester

M1 2WD Tel: 0300 123 123

Website: www.ofsted.gov.uk/parents

Safeguarding

If you have any concerns about any adult who is working with children, you can contact the LADO
0208 708 5350

The Local Authority Designated Officer (**LADO**) must be contacted within 24 hours in all cases where there are concerns about a person's behaviour that could make them unsuitable to work with children.

Parents are not allowed to use mobile phones during drop off and collection times.

Final Note: All of our Policies are available online or at all times During Playgroup hours upon request.

Gants Hill Playgroup Manager (Nihan Icel) is available to help please feel free to contact her at any time between Monday to Friday 8am to 7.30 pm.