



Prospectus

2008/9

*A friendly playgroup which aims to provide a safe,
secure and stimulating pre-school experience for our children*

Marksbury & District Playgroup
The Village Hall
Marksbury
Bath
BA2 9HS

Tel: 07980 384676
Email: enquiries@marksburyplaygroup.org.uk
Web: www.marksburyplaygroup.org.uk

Registered Charity No: 1026799
Ofsted Registration No: 133048
Pre-School Learning Alliance No: 2183

Welcome to Marksbury & District Playgroup

Marksbury and District Playgroup has been running at Marksbury Village Hall for almost 40 years, serving the children and families in Marksbury and the surrounding villages. We care for up to 20 children at any one time. The small size of the group ensures that each child receives full attention and we can create a friendly and inclusive atmosphere.

Aims

- To enhance the development and education of children under statutory school age in a parent-involved community based group
- To provide a safe, secure and stimulating environment
- To ensure equal opportunity for all children and families

Constitution and Management

Our playgroup is managed by a committee of parents on a voluntary basis and operates as a not-for-profit registered charity. The committee employs staff to run the playgroup on a day-to-day basis.

The playgroup is a member of the Pre-School Learning Alliance - a national charity which promotes the principles of pre-schools and supports its members. As a member we benefit from:

- Good insurance designed for pre-schools
- Free legal advice (Lawcall)
- Publications offering advice on various aspects of early years care

We work within a constitution agreed with the Charity Commission. We have adopted the standard Pre-School Learning Alliance's 'Pre-School Constitution 2005'. We are also regulated and inspected by OFSTED and follow its guidelines and rules.

The playgroup is registered and insured to take children from the age of 2 ½-4. Adult to child ratios are maintained in accordance with the National Standards for Day Care. We have a strong relationship with Marksbury C of E school and work closely with the head arranging visits and other joint activities where appropriate. There is, however, no formal link between the two organisations.

The setting has a set of policies and procedures to ensure that the service provided is of a high quality and that all involved find their experience enjoyable and beneficial. The staff, committee and parents work together to adopt the policies and may have an input to those policies at the annual review. Copies are available to view.

Staff

We currently employ a playgroup leader, deputy and three assistants. All staff hold relevant childcare qualifications and attend continuous professional training to keep up with the latest best practice. All members of staff have undergone an Enhanced Check by the Criminal Records Bureau.

Session Times

The standard sessions run from 9.15 am – 12.15 pm each weekday morning. Sessions may not, however, run every day at the beginning of the academic year. Once we have enough children requesting a particular day, the playgroup will then extend opening hours to include that day. The sessions run until 1.00 pm on certain days to allow children to bring in a packed lunch. The availability of packed lunch days depends on demand, and parents are consulted as to if and when they take place.

Term Dates

The school year is broken up into six terms. Term dates are in line with B&NES and INSET days (staff training days when we are closed) follow those of Marksby C of E School.

2009

Term	Start	Closed for INSET Day	Finish
3	Monday 5 th January	Monday 5 th January	Friday 13 th February
4	Monday 23 rd February		Friday 3 rd April
5	Monday 20 th April	Friday 22 nd May	Friday 22 nd May
6	Monday 1 st June	Monday 1 st June	Friday 24 th July

Fees and Funding

Fees are payable six times a year (i.e. each term) in advance. Fees must be paid if children are absent for a short period of time. Arrangements may be made to pay fees on a weekly basis if preferred.

We receive the government-funded Nursery Education Grant for three and four year olds. This is applicable from the start of the autumn, spring or summer term following the child's third birthday. At present this funding applies to 2½ hours child care per day. Since our sessions run for three hours, a top-up fee is charged for the extra time spent at playgroup (half an hour for a normal session, an hour and a quarter on packed lunch day). If your child attends more than one setting, the Nursery Education Grant is split between the two settings.

Funded		Non-funded	
3 hour session	£1.75	3 hour session	£10.45
Packed lunch day	£4.35	Packed lunch day	£13.05

(Applicable from April 1st 2009. Fees are reviewed on an annual basis.)

We also accept some employer-funded childcare vouchers. Please discuss current information about all financial matters with our Treasurer.

Development and Learning

Although the playgroup morning is structured, no two sessions are the same. Each term has a theme such as 'The Weather', or 'Growth'. These themes are then reflected within the creative activities, songs, stories and games throughout the term. The children are encouraged to bring an example of the theme to playgroup and are given the opportunity to take part in 'show and tell' sessions.

Within the group all children are supported in developing their potential at their own pace by means of appropriate play activities and a high level of adult input. We offer learning experiences leading to nationally approved learning outcomes and prepare children to progress to the national curriculum at age five. We also work to make sure that the children enjoy the morning and have fun!

Children's development and learning is guided by the national 'Early Years Foundation Stage' (EYFS) framework, which sets the standards for the care and education of children aged 0-5. Marksburry and District Playgroup operates within this framework.

The Four Principles of the Early Years Foundation Stage

A Unique Child – every child is a competent learner from birth with the capability to be resilient, capable, confident and self-assured.

Positive Relationships – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Enabling Environments – the environment plays a key role in supporting and extending children's development and learning.

Learning and Development – children develop and learn in different ways and at different rates and all areas of learning and development are equally important and inter connected.

The six areas of learning and development within the Early Years Foundation Stage

Personal, Social and Emotional Development. All children are individually supported in developing confidence, independence and self respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with the other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate to take responsibility for themselves and also for the group, its members and property.

Communication, Language and Literacy. Children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing, when they are ready to use drawn and written symbols for themselves. The book corner gives every child the opportunity to become familiar with books, an ability to handle them and become aware of their uses, both for reference and as a source of stories.

Problem Solving, Reasoning and Numeracy. By means of adult supported practical experience, children become familiar with sorting, matching, ordering, sequencing and counting activities that form the basis of early mathematics. Children are assisted to learn and use the vocabulary of mathematics: identifying objects by shapes, position, size, volume and number. Songs, games and picture books help children become aware of number sequences.

Knowledge and Understanding of the World. A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognising differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and the wider community. A range of equipment enables children to extend their technological understanding to achieve their intentions and to solve problems.

Physical Development. A range of equipment and opportunities allows children to develop confidence and enjoyment in the use and development of their own physical skills. A very high level of adult supervision enables children safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time, children are supported in the development of the fine motor skills required to use tools, including pens and pencils and to handle small objects.

Creative Development. Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experience in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources, provides for open-ended explorations of colour, shape and texture and the development of painting, drawing and collage skills. Children join in with and respond to music and stories and there are many opportunities for imaginative role-play.

Records of Achievement

The playgroup keeps a record of achievement for each child. Your child's records help us to work with you to provide for your child's well being and to make progress. Progress is monitored in the six areas of learning and development that constitute the Early Years Foundation Stage. Progress is also discussed with you at parents' evenings.

Parental Involvement

As a member of the Pre-School Learning Alliance, our playgroup recognises parents as the first and most important educators of their children. All the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents can take part in making the setting a welcome and stimulating place such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with staff.
- Parents/carers are encouraged to help out at sessions whenever they wish, and particularly when we run special activities such as cooking or art projects.

- Sharing their own special interests with the children. This may include taking part in a session by talking about their job as a farmer, policeman, doctor etc.
- Helping to provide, make and look after the equipment and materials used in the children's play activities.
- Being part of the management committee.
- Joining in community activities in which the playgroup takes part.
- Building friendships with other parents in the setting.

Management Committee

The playgroup is managed by a committee of parents, elected annually by all the parents at playgroup. The elections take place at the Annual General Meeting in the autumn. The committee is responsible for:

- Managing the playgroup's finances
- Employing and managing staff
- Making sure that the playgroup has, and works to, policies that help it to provide a high quality service within the EYFS framework
- Making sure that the playgroup works in partnership with the children's parents

The Annual General Meeting is a public meeting open to all. It is a shared forum to look back over the last year and shape the coming year's plan.

The committee is essential to the running of the playgroup. Without a willing group of volunteers, the playgroup would not be able to operate. Being a member is a great way for mums (and dads) to make friends with other parents in the area. Others may see it as a way to keep up their skills, or develop new ones, while away from the workplace looking after small children. Ideally we need the support of everyone with children at the playgroup, if only to come along to fundraising events. If you are interested in joining the committee at any time, please speak to one of the current committee members.

The committee organises events each year both for the children, (e.g. end of term parties or Christmas trips) and for all family members, (sports days and summer barbeques).

We also run several fund raising events and make grant applications to pay for extra equipment and special classes, such as music or drama. These events bring the playgroup into the wider community and help our children to grow up feeling part of the villages they live in.

Practical Matters

Clothing

The following items should be sent with your child in a back pack or similar which can be hung on a peg.

- A change of clothes
- Hat and sunscreen if the weather is hot
- Coat or warm fleece
- Nappies, wipes etc (if required)
- Wellies – we go outside as much as possible
- Special toy or comforter

It is best to wear 'easy to wash' clothing as a lot of our activities can be messy. Although aprons are available for children to wear, a child will not be excluded if s/he does not want to wear one. We encourage children to gain the skills that help them become independent and look after themselves. These include going to the toilet and taking off and putting on outdoor clothes. Clothing which is easy to manage will help them with this. Playgroup sweatshirts and T-shirts are available to purchase from the leader.

Medication

We are not permitted to give over the counter medicines such as Calpol. However, if your child has a long term condition or illness, such as Asthma, for which medication is prescribed, we may give this if properly instructed. Please discuss this with the leader. A consent form must be signed. The medication must be supplied in its original container showing a pharmacy label with the accurate dosage.

Illness

If your child is ill, please do not send them to playgroup. If the child has sickness or diarrhoea, please wait until they have been clear of symptoms for 24 hours before returning. Please also let us know if your child has Chicken Pox etc, so that we can inform other parents. If you have any questions or concerns, please speak to a member of staff. We want to make sure that your child enjoys his/her time to the full.

Snacks and Meals

The playgroup offers healthy snacks at every session, which include fruit, vegetables, cheese and crackers. Please tell us about any special dietary needs and we will make sure that these are met. Depending on demand, some of the sessions at playgroup may be extended to allow the children to bring in packed lunch. We follow a healthy eating plan, so we encourage foods such as sandwiches, cheese, yoghurt, fruit, vegetables, crackers and home made cakes. Please do not send sugary fizzy drinks, crisps, chocolates or biscuits. Drinks will be provided.

Collecting Your Child

Please endeavour to collect your child on time and remember to tell us in writing if someone else will be collecting your child. If for any reason you are likely to be held up, please call the playgroup mobile, so that we will know when to expect you.

Missing Sessions

If your child will be unable to attend one or more sessions due to family holidays or other commitments, please let us know in advance, making a note of the dates in the communications book.

Contact Information

Marksbury & District Playgroup
The Village Hall
Marksbury
Bath
BA2 9HS

Tel: 07980 384676
Email: enquiries@marksburyplaygroup.org.uk
Web: www.marksburyplaygroup.org.uk

Playgroup Leader

Mrs Joanne Groves
5 Summer Lea
Priston
Bath
BA2 9EF

Tel: 01761 479449

Deputy Playgroup Leader

Mrs Lisa Box

Playgroup Assistants

Mrs Gill Keeling, Miss Emily Sibley, Miss Rebecca Ewings

2008/9 Committee Members

Chair:	Louise Callan	01761 471866
Treasurer:	Georgia Welsh	01761 472518
Secretary:	Linda Godfrey	01761 479080

Members:

Kelly Rose, Kate Edwards, Emma Askew, Michala Miller, Emma Wright, Vicky Pai, Debbie Brown, Jodie Sheward

(Committee valid until September 2009)

Marksbury & District Playgroup

Registration of Interest

Name of Child	
Child's Date of Birth	
Address	
Parents' Names	
Contact Telephone Numbers: Home: Mobile:	
Preferred Start Date (if known)	
Days Required/Interested In (Please circle)	Monday Tuesday Wednesday Thursday Friday
Any Other Information	

Please return this form by hand to the Playgroup Leader at Marksbury Village Hall, or post to:

Mrs Joanne Groves
5 Summer Lea
Priston
Bath
BA2 9EF

Marksbury & District Playgroup

Registration

Family Information

Child's Name

Sex

DOB

Name by which child should be addressed in playgroup

Child's first language

Other language(s) spoken at home

Mother's name..... Father's name

Child's permanent address

Postcode

Home telephone number

Mobile

If your child lives at more than one address, or is cared for separately by each parent, please give specific address and contact details:

.....

.....

.....

Contact Information

Correspondence from the setting should be sent to:

.....

.....

If we should need to contact somebody during session time and there is nobody at the above address, please indicate where we could try to reach the parent(s), or other carer.

Name

Address

Telephone Number (home) (mobile)

Name(s) of persons authorised to collect child from playgroup.

.....

.....

(Please notify us of any changes. NO child will be released to an unauthorised person).

Health Information

Name of child's doctor

Doctor's address

Telephone number

Name of health visitor

Please circle which immunisations your child has received: diphtheria / polio / tetanus / hib / whooping cough / meningitis C / MMR

Is your child allergic to anything?

Has your child had any major illness/operation?

Has your child any on-going health problems?

Our group has a special needs policy. Does your child have any special need which you would like to discuss with the staff?

.....

.....

Other

Special requests/requirements about religious observance, food, clothing, health or other matters which we should take note of in our playgroup.

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.....
.....

Background information on your child which may help us to understand her or him – e.g. any special fears, any brothers or sisters, pets, any special words for e.g. the toilet, any recent family events which have affected the child. (This information will be kept confidential).

.....
.....
.....

Has your child previously attended:

A parent & toddler group?.....

Another playgroup?.....

When is your child expected to start school?

Which school (if known)?.....

Outings

I/we am/am not (are/are not) willing (please delete) for to go on brief outings from playgroup. I/we understand that specific consent will be sought for major excursions.

Signed

Medical Treatment

I/we give (do not give)* permission for emergency treatment or advice to be given where necessary. *Please delete as necessary.

Signed

Parent Participation

I/we will pay fees in the amounts and at the time specified by the playgroup.

I/we will try not to be late in collecting the child at the end of the session and will let playgroup and the child know on any occasion when this might happen.

I/we will take an interest in the child’s record of development and work with the staff and any outside agencies (where necessary) to help the child reach their full potential.

Birth Certificate

It is a requirement of Ofsted that we see your child’s birth certificate. Please bring the original certificate to playgroup with this form. A copy will be kept on file.

Birth certificate seen Signed (playgroup leader)

Date

Marksbury & District Playgroup

All About Me

My name is:

My nickname is:

I live with:

At home I have a pet:

At home my favourite activities are:

Outside I like to:

I like playing with my friends who are:

I like visiting:

Every week, I go to (club/group/away from home):

My favourite TV programme/DVD is:

My favourite story is:

I do/don't mind being left with grown-ups I know:

When I am upset or tired I need:

I like to drink from:

I like to eat:

I don't like to eat:

I do/don't need a sleep during the day:

I do/don't wear a nappy

I do/don't use a potty

When I need to go to the toilet I say:

I can/can't go to the toilet by myself (needs step, inner seat?)

I get cross when:

I need help with:

Marksbury & District Playgroup

Permission To Use Photographs

Photos are taken of children at playgroup to assist in record keeping and may also be taken at events we organise. Occasionally we use some of the photos taken of your child/children at playgroup on various publicity materials, but would not do so without your permission.

Could you please therefore complete and return this form and return it to playgroup.

Many thanks.

I hereby give permission for my child's photograph to be published in the following places: (Please tick as appropriate.)

- | | |
|--|--------------------------|
| For record keeping purposes | <input type="checkbox"/> |
| The playgroup website | <input type="checkbox"/> |
| Local newspapers (reports or articles on playgroup events) | <input type="checkbox"/> |
| Local magazines | <input type="checkbox"/> |
| Posters advertising playgroup or specific events | <input type="checkbox"/> |
| None of the above | <input type="checkbox"/> |

Child's name

Signed

Date