



PRE-SCHOOL & OUT OF SCHOOL CLUB PROSPECTUS

(Effective January 2020)

Playtimes has a community pre-school for children aged 2 years upwards until they start primary school. The out of school club is a community group for children aged 2 years upwards to provide care for children during school holidays, before school and after school.

Playtimes has been established for nearly 30 years and has been based in Spaldwick village since 2002 (following our securing of lottery funding to build a purpose built building within the grounds of Spaldwick School).

Spaldwick Out of School Club (S Club) and Playtimes preschool, merged together in September 2014 to provide parents with a childcare facility that provides care between the hours of 8.00am and 6.00pm, 48 weeks of the year.

Please find all the information you need here within this prospectus.

PLAYTIMES AIMS

- To enhance the development and education of children under statutory school age.
- To provide a parent-involving, community based group.
- To provide a safe, secure and stimulating environment for children and young people aged 2-11 years.
- To work within a framework which ensures equality of opportunity for all children and families.

We offer your child:

- At Pre-School we provide a specially tailored curriculum leading to approved learning outcomes.
- In the Out of School Club we ensure the play environment is specially tailored to provide nurturing support and care for children during out of school hours care.
- Individual care and attention made possible by a high ratio of adults to children.
- Fun and friendship with children and other adults.
- Opportunities for you and your family to be directly involved, in the activities of the group and in your child's care and progress.

The sessions offered by our setting are as follows:-

Breakfast Club	Monday to Friday	8.00 to 9.00
Preschool	Monday to Friday	9:00 to 11:30
	Monday to Friday	12.30 to 3.00
Lunchclub	Monday to Friday	11.30 to 12.30
After School	Monday to Friday	3.00 to 6.00
School Holidays	Dates issued separately 8.00 to 6.00	

Children may join our setting when they turn 2.

When your child first starts, be prepared to stay for as long as needed, joining in all the activities. Having you there will give your child confidence in their new surroundings.

PRE-SCHOOL CURRICULUM

Within the group all children are supported in developing at their own pace whilst having a lot of fun. It is our intention to make the curriculum as broad, balanced and stimulating as possible. We follow the nationally approved Revised Early Years Foundation Stage 2014. Please see the enclosed Parental Guidance on The Revised EYFS 2014.

We hope to build upon the children's experiences prior to preschool and extend beyond them. The sessions are structured to allow for individual development.

Through play, we hope to promote a happy, learning environment.

PLAYTIMES AFTER SCHOOL CLUB (S-CLUB) ACTIVITIES AND ENVIRONMENT

We follow the guidance of the 8 Playwork Principles, which are a set of simple yet fundamental statements that we follow at S Club. They are based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities.

The Playwork Principles establish a professional and ethical framework for playwork. They are endorsed by the national training organisation for playwork.

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well-being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of play-work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
6. The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
7. Playworkers recognise their own impact on the play space and the impact of children and young people's play on the playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well-being of children.

Within the group all children are supported in their own relaxation and play whilst having a lot of fun. It is our intention to make the environment as stimulating as possible. We also follow the nationally approved Revised Early Years Foundation Stage 2014 when applicable.

Please see the enclosed Parental Guidance on The Revised EYFS 2014.

Examples of Playtimes activities include:-

- Painting and drawing/junk collage
- Water play and sand play
- Books
- Play-dough and clay
- Cookery
- Physical activities: ball games, climbing frame, slide, music movement and singing.
- Construction and table-top/simple woodwork
- Home corner/dressing up
- Nature and interest tables
- Annual sports day/summer party/Christmas party/ Nativity, etc.
- Village walks
- We encourage visits from people within the community e.g. Fire Service, Nurses, Parents with certain skills/Knowledge to share.

PLAYTIMES STAFF

The regular staff at Playtimes are:

Manager:	Zoe Cossins (Mat Leave)	BA Hons Degree in Early Childhood Studies Level 3 in childcare and education
	Sophie Clark (Mat Leave cover)	BA Honours degree in Early Childhood Studies Early Years Professional Qualified

Administrator:

Michelle Rider

Deputy:

Gemma Chapman

NVQ Level 3

Practitioners:

Alison Morgan

NVQ Level3

Gemma Byrne

NVQ Level3

Judi Dennis

NVQ Level 2

Carol Chapman

Unqualified

Supply Staff:

Sarah Davies

NVQ Level3

Special Educational Needs Co-Ordinator

Gemma Chapman

Staff are also trained in many other areas. Please see staff information board in the foyer for more information.

TRAINING

Playtimes staff are continually training and may be absent on a regular day to attend college. They are sometimes required to submit observations or photographs of the children doing various activities. The work is completely confidential, children's names are not used, and it is only seen by course tutors. We request permission from you in the Contract of agreement (included in this pack) for your child to be included in this method of staff development.

GENERAL INFORMATION

PRE-SCHOOL LEARNING ALLIANCE

Playtimes is a member of the Pre-School Learning Alliance (PLA). This ensures we are constantly in touch with new thinking in the field of child education and care. We receive a monthly magazine offering practical advice and up-to-date information, and have access to a range of professionally produced publications.

Our insurance covers all of our groups for the hours stated for each session. We therefore, cannot be held responsible for children arriving or leaving outside of these hours. We are also covered for sessions held elsewhere and for any outings that we undertake.

PARENTAL INVOLVEMENT

Once your child has settled into preschool we encourage all parents or other family members to come in and help for sessions - be a parent helper. It is a good opportunity to see how the preschool runs and to see how your child interacts with others and enjoys the activities that we provide.

On some occasions such as fundraising events, we need more than one parent to help. We will keep you informed on the notice board.

If you have any special talents or knowledge to share with preschool then please let us know! For example religious festivals, playing the guitar or knitting.

Another way in which parents can be involved in Playtimes is by joining the committee. In this way you can influence how Playtimes is run and be a part of taking it from strength to strength. You do not have to take up a post on the committee or commit yourself to doing a lot of work. If lots of people do a little bit then the workload overall is shared! The committee meets once per half term (six times per year). The AGM is held in the Autumn Term. If you would like to know more about committee roles please speak to a current committee member or member

of staff. For a list of our current committee, please see the notice boards in the foyer.

If you are not able to join the committee then you can still help by supporting any fundraising events that take place over the year. We are only able to buy new equipment by fundraising for it. Fees only cover the cost of the day to day running of the preschool. Also if you have any original fundraising ideas we would love to hear about them.

FACEBOOK

Please see our Facebook page and 'Like' us as we use Facebook regularly to inform you of updates, themes, activities, events etc. We also post weekly photos of the children (permission dependant) hard at work!

POLICIES

Some of our policy statements are included in this Prospectus; the remainder are available in a file in the Entrance.

All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a yearly basis and comments from parents are always welcome.

BEHAVIOUR MANAGEMENT POLICY

Our setting believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

We aim to guide children to behave in socially acceptable ways and to understand the needs and rights of others. The principles guiding management of behaviour exist within the programme for supporting personal, social and emotional development.

Please refer to our Policies file to see how these aims are implemented.

SPECIAL EDUCATIONAL NEEDS

The number of adults present in the pre-school enables us to provide individual attention for each child. Each child is able to progress at their own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. Playtimes works in close liaison with Spaldwick School and other professionals across the range of special needs. If you would like to discuss the group's ability to meet your own child's special needs, please talk to Gemma, our Special Needs Co-ordinator or Sophie, the Manager.

DATA PROTECTION ACT 1988

Playtimes is registered under the Data Protection Act for holding personal data. This data includes contact details, key working results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. The preschool has a duty to protect this information and to keep it up to date. The preschool is required to share some of the data with the Local Authority and Ofsted.

MANAGEMENT AND ADMINISTRATION

FEES AND ADMISSIONS POLICY

Breakfast Club:		
8.00	£4.50	
Pre-School:		
Per Hour (9.00 – 3.00)	£4.50	
After School:		
4.30 pick up	£6.00	
5.30 pick up	£9.00	
6.00 pick up	£10.00	
Holiday Club:		
8.00 – 6.00	£30.00	
8.00 – 1.00	£20.00	
1.00 – 6.00	£20.00	
9.00 – 4.30	£25.00	

A one-off admin/registration fee of £10.00 is payable upon joining (which is included within the first months invoice).

Some important points about sessions and paying fees:-

1. Sessions are to be agreed between parents/carers and Playtimes before the start of every term. To facilitate staffing and administration any changes to regular sessions once the term has commenced will require four weeks notice. Temporary changes or swapping of regular sessions are strictly at the discretion of Playtimes. Swaps are not regularly permitted, only in exceptional circumstances. Extra one-off sessions are possible subject to availability and will be charged at the normal session/hourly rate in the proceeding month. Note: Those children in receipt of Nursery Education Funding will not be permitted to change their booked sessions during a term once the term has commenced.

2. Fees are payable monthly in advance against an invoice, and must be paid within 10 days of receipt. **Failure to do so will incur a late payment fee of £10.00.** Additional sessions used are invoiced in the following months invoice.
3. **No refund** will be permitted for days missed due to external appointments, illness or holidays taken during term time, for whatever reason. In exceptional circumstances only the committee may reconsider.
4. To cover staffing costs, a late collection fee of £5.00 will be charged for every 15 minutes or part of, that parents/carers are late in collecting their child after the session finish time. Parents are strongly encouraged to be on time to collect their children as it is both upsetting for the children and inconvenient for the staff and other children in the setting. If you know you will be late, please arrange for somebody else to collect your child AND inform Playtimes as soon as practically possible.
5. Provision may be made for weekly payment of fees if agreed with the administrator before hand.
6. Fees are reviewed annually and parents are notified of any change in the half term prior to any increase taking effect. Thus being at least 6 weeks notice.
7. The session times are not flexible. You can only book the sessions you require, not additional hours. For example, if you require childcare until 1pm, you will need to book and pay for the whole of the afternoon session.
8. We do accept any employers voucher schemes. Please speak to the administrator for more details.

NURSERY EDUCATION FUNDING

Under the Governments Nursery Education Funding Scheme all children in the term following their third birthday are entitled to claim up to 15 hours of free nursery education per week for up to 38 weeks per year.

Playtimes is registered with the scheme and you will be automatically informed by the administrator when you become eligible to the entitlement. You will need to complete a declaration form given to you by the administrator at the start of each academic year (updated termly) allowing Playtimes to claim the funding on your behalf. The funding will cover the full cost of attending up to 15 hours per week, all additional hours booked are charged at the current fee rate.

If your child also attends another nursery setting you may split the funding between up to two providers. If you are unsure about claiming please speak to the administrator.

DECISION MAKING

The setting is run by an elected committee, which ensures that major decision making is in the hands of the parents who use the group. The committee are responsible for reviewing both policy and practice, and for the employment of staff. We encourage meetings to involve all parents, kept short and to the point so a social time can be had as well if desired!

Playtimes is a non-profit making group and receives no grant from the local authority. The level of fees is determined by the group's expenses i.e. wages, building and ground maintenance, insurance, equipment and play materials. We try to keep fees low and in return ask for your help in fundraising and time to support events.

We are registered with OFSTED and have regular inspections by them. A copy of our latest report can be viewed on OFSTED's website.

CURRENT COMMITTEE PARENTS

Chair	Camilla Luard
Secretary	Amy Blake
Treasurer	Lesley Aimers

For a full list of all other committee members, please see the committee information notice board.

PLAYTIMES PARENT LEAD COMMITTEE - more detail.

Message from the chair person...

Playtimes is a charity managed by an elected committee of parents willing to give some time up to help support the group.

Lottery money built the building, it is now ours to maintain and meet the various running costs. Fees generally cover running costs and some of the resources needed. It is for larger projects and resources that we need to fundraise, or co-opt more willing volunteers to help out. This is why we fundraise and ask for you to spare some time occasionally.

Parents of those using Playtimes several years ago gave a lot of their time to apply for a lottery grant to build our own building. Some of their children never benefited from using it but yours do. It is a community effort, looking forward to future users, as well as the here and now.

In joining the setting there is a lot of information you will need to know to help you and your child to settle into the system. We are also required by law to ensure information has been made available and you are fully aware of certain procedures. We will require consent from yourselves for your child to go on outings and whether they can be involved in staff training/development for example.

We have summarised all relevant information in the following Parent/Carer Contract of Agreement and this Prospectus. Could you please read both carefully sign the contract and return a copy to Playtimes. We have also compiled a questionnaire for further information we require.

If you have any queries regarding this or other administrative business please could you contact the office or the Manager; Sophie Clark;
sophie@playtimesplaygroup.co.uk

STARTING PRE-SCHOOL

THE FIRST DAYS

A child who is tense or unhappy will not be able to learn properly, so it is important for parents and pre-school staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle.

For Pre-school children staff will visit you and your child in your home within the first few weeks of you starting. It will normally be your child's allocated key person, if not, then the manager. This helps your child see the setting staff in their own environment and can aid in the settling in process. It also enables for a more in-depth opportunity for you to have a discussion with them and ask any questions you may have.

ARRIVAL AND DEPARTURE

The Preschool sessions start promptly for each allocated session time and finish promptly. We would appreciate parents cooperation in adhering to the session times as it helps the preschool sessions to run smoothly with minimum disruption to the routine. If you will be unavoidably late collecting please let us know as soon as possible (but please be aware that a late collection fee may be charged, dependant on the situation).

The staff at Playtimes are available to speak to at any point during a session. At the start of a session, a member of staff will be available to welcome you and your child into preschool, and also at the end of sessions to report on the day and say good bye. If you have anything you would like to discuss, please use these opportunities to chat to the staff. We are here for you, your child and your family.

We operate an 'open door policy' - this means you can come and chat to us when it is convenient for yourselves. All we ask is that if the session is particularly busy, could you wait for a moment when it settles down. We also encourage 'parent helpers' during our Pre-school sessions.

The Preschool will be closed on all Bank Holidays, Spaldwick School holidays and School Staff Training Days.
Our holiday club is available for children aged 2-11years, 8.00 - 6.00 during school holidays and training days. Please ask for dates from the office.

Parents/carers must supply the setting with emergency contact telephone numbers and ensure these are up to date. The Parent/carer has a responsibility to notify any change of workplace, home address or contact person.

CLOTHING

Children should be sent to Playtimes in comfortable clothes which are allowed to get mucky (waterproof aprons are provided for messy play)! Simple clothing which they can handle themselves will enable them to go to the toilet and go outdoors without being too dependent on others. Please label items of clothing, as no responsibility can be taken for loss or damage.

For school aged children during term time, your children will have their school uniform on. Please be aware that we do allow the children to have messy play time, which includes, mud, flour, paint etc. The staff on duty will do their best to keep the children's uniforms as clean as possible by providing aprons, however we cannot promise they will come home as clean as they went to school! We do not want to hinder their play. Each child will have their own peg allocated to them, so please feel free to leave a bag of clearly labelled spare clothing for them to change in to if you so wish. Wellies are strongly recommended in the winter!

SNACKS

Breakfast:

We have milk, water, cereal, toast, crumpets and fresh fruit available for the children to have before going to school.

Pre-School:

Morning and afternoon snack consists of a drink of water or milk and some fruit. We ask for your support in supplying a portion of fruit or vegetable snack for **each** session that your child attends. It could be raw vegetables, dried fruit, fresh fruit and even tinned if you run out!

We encourage home grown produce as this gives us a wealth of learning opportunities to discuss with the children. The more unusual the item the better!

After school snacks:

We have sugar free squash, milk, water, toast, crumpets and fresh and dried fruit available for the children to have after school. We also sometimes have cheese crackers and seasonal food tasting.

Holiday Club:

A morning and afternoon snack is provided by the setting which consists of sugar free squash, milk, water, toast, crumpets and fresh and dried fruit.

Lunch must be provided by yourselves.

Drinks:

Fresh milk, water and sugar free squash is readily available throughout the day/session for the children to help themselves to during out of school clubs. During a preschool day, the children have water and milk.

Please note:

During all sessions on occasions other foods or drinks may be given to the children as part of their learning or baking. It is the responsibility of the parent/carer to notify us of any allergies the child suffers. However, we will notify you of any food tasting activities that we will be having.

MEDICAL

If a child suffers from vomiting and/or diarrhoea they must not return to Preschool for at least 48 hours. Should a child be on prescribed medication, it is the responsibility of the parent/carer to notify the staff and sign a consent form to administer the medicine. Playtimes will only administer medication that is prescribed by the doctor. All medication supplied to us must have the original label on it from the pharmacy with the name of the child and dosage instructions on it. We cannot administer Calpol or Piriton without the above or an official doctors note.

Parents/carers are asked to refer to the Illness/Communicable Disease List, for information on minimum periods of exclusion from Preschool. This can be found on the parents notice board in the foyer.

Please inform the administrator if your child has an illness likely to keep them absent for more than a week. If your child has any chronic ailment or disability please discuss this in confidence with the supervisor so that we can help the child where possible.

Please inform the staff if your child has had a recent bump to the head or serious fall even if they appear to be showing no ill effects. We will ask you to then fill out a form, pre-existing injuries, in order to gain as much information as possible to protect your child. Please do not feel insulted or threatened by this form. Its purpose is to make sure that all staff are aware that the injury happened away from the setting and also any information that is relevant for their care.

OUR LENDING LIBRARY SHARED READING BOOKS

We have a Lending Library, whereby you and your child can choose and take home a book or puzzle/ game to share together.

The books are kept on the shelves in the foyer.

When you and your child have chosen a book to borrow, sign it out in the blue book labelled 'Lending Library Record' (located with the shared reading books.)

When you have finished enjoying the book or resource at home, please bring it back in and sign in the book to say you have returned it.

This is an excellent way for you and your children to extend the Playtimes experience at home and enjoy reading together. It also allows you to enjoy a more varied selection of books - just like a real library!

We hope you enjoy using the shared reading books and equipment in the Lending Library!

PLAYTIMES KEY PERSON PROCEDURE

"Key Working" is a method used in most pre-school planning and assessment, to ensure that each child is provided with the opportunities to achieve their full potential whilst at the pre-school.

All our planning is based round the Revised Early Years Foundation Stage 2014. This relates to a child's development from birth to the end of their Reception Year at school. These guidelines provide us with a number of "Development Matters" within the areas of Learning that show the knowledge, skills, understanding and attitudes that children need to learn during their time in early years education, in order to achieve the Early Learning Goals at school. A copy of the guidelines is available at Playtimes, or you can find more information at www.qca.org.uk

Please note that these are guidelines only, they are not intended to be a test of any kind nor will they ever be used as such.

The Development Matters are organised into six age bands. This is to help practitioners to recognise when a child is likely to develop the said skills/ attribute. There are always exceptions and most importantly, children will do things when they are ready.

At Playtimes we aim to provide a broad 'curriculum', offering the children play activities that give them the opportunities to learn and develop these skills. It is vital that we plan for the individual child as well, and that is where the Key Working system comes in. Each child is allocated a member of staff who is responsible for him or her throughout their time at Playtimes; a Key Person. Each child has their own Key Working File with a copy of all the Development Matters and room for observations. The Key Person monitors the areas of learning and identifies aspects that may need assistance, are of particular interest to the child and targets for the child to work towards. These areas are then provided for in the planning (next steps).

As part of Key Working we will be doing observations on each child. These will vary from a detailed observation that records the actions, activities and language, to short narrative observations detailing a particular achievement or action that stood out. Although the Key Person carries

out the ten-minute observation, we are all aware of the children during the session and any member of staff can jot down something special and pass it on to the Key Person.

A good Key Working system should be a Partnership between Pre-school and Parents. The Key Working files are available to the parents at any time and we would appreciate any comments you may wish to make. Please feel free to mark down any development matters that you know your child has achieved. It would help if you initial any additions. If you have any questions, comments or concerns at any time, please feel free to come and talk to either your Key Person or the Manager.

We hope that your child's time in pre-school will be a very happy and productive one.

We look forward to getting to know you, and hope you and your child make many friends during your time with Playtimes.

If you have any queries or if we can be of any help, please contact the staff/committee or our administrator at any time.

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