

Escrick Pre-school Prospectus



The Village Hall
Main Street
Escrick
YO19 6LQ

Telephone on 01904720420
Email Emma at escrickplaygroup@gmail.com
Registered Charity Number: 1034356
Ofsted Registration Number: EY2432

Escrick Pre-School Playgroup is Ofsted registered and run by a team of highly qualified and dedicated practitioners. We value the importance of learning through play and provide a wide range of experiences for your child to enjoy indoors and outdoors on a daily basis and in all weathers. We are supported by an elected voluntary management committee which consists of parents / carers of children who attend our setting.

We are Ofsted registered and as such undergo inspections to ensure the standards laid down by them are met. Our latest Ofsted inspection took place in July 2015 and a copy of the Report can be seen on the Ofsted website and on the website.

We maintain close links with other childcare providers used by our families and the local schools, Escrick and Naburn Primary Schools and are able to share developmental success and learning achievements with these providers, once the full consent of parents / carers has been obtained.

Starting Playgroup

Children are able to start Playgroup at the age of two (availability permitting). Please liaise directly with the Pre-school Manager.

We aim to begin building links before your child starts at playgroup, by offering a home visit by your child's nominated key person that should provide you with the opportunity to discuss your child's preferred learning styles, favourite things to do, things that delight and equally worry them and all the details we need, such as allergies, religious beliefs etc. This information and the chance to meet another adult in a secure environment aids the settling process and will enable us to provide for your child's needs and further learning.



The key person will work closely with you and your child to build up a record of achievement and development, in the form of a portfolio. This is a document that is shared with you and will contain photographs, written observations, examples of work and comments plus any observations you wish to make.

Following your home visit you will be allocated a start date, however you are more than welcome to wait until your child is settled maximum 1 hour before you choose to leave them in our care, to ensure continuity to the children's routines. We provide 3 settling in sessions in total.

Sessions

	Morning	Lunch	Afternoon
Monday	9.15 – 11.45	11.45 – 12.30	12.30 – 3.00
Tuesday	9.15 – 11.45	11.45 – 12.30	12.30 – 3.00
Wednesday	9.15 – 11.45	11.45 – 12.30	12.30 – 3.00
Thursday	9.15 – 11.45	11.45 – 12.30	12.30 – 3.00
Friday	9.15 – 11.45	11.45 – 12.30	12.30 – 3.00

Fees

The cost of each session is £10.10

The staff's emphasis is on lunchtime being an opportunity to develop personal and social development and so sit with the children to support and assist them in developing these skills.

Lunch Club takes place Monday to Friday (11.45 -12.30) and is available to all children for an additional charge of £2.95. A packed lunch and drink should be provided by the

parent/carer and we ask that boxes are clearly named and include an ice pack. Places need to be pre booked at the beginning of each term.

All session and lunch session fees are payable each half term in advance and are non-refundable. We also accept childcare vouchers.

The Playgroup Administrator prepares the bills and issues receipts as appropriate.

Equal Opportunities

No child that attends playgroup will be discriminated against or treated less favourably on grounds of religion, gender, racial, cultural, dietary, special or additional needs

We support children with special or additional needs and have a named Special Educational Needs Co-ordinator (Senco) in Playgroup to provide that support to the child, practitioner and the family.

For Your Child's Comfort

We would ask that you provide a change of clothes (clearly labelled) together with wet wipes and nappies if appropriate. A number of our indoor activities can be equally as wet / messy as our garden activities and while we do keep a supply of spare clothes, children often prefer to wear clothes they have brought in from home. We encourage outdoor play in all weather and so request that you also consider supplying an outdoor suit and welly boots; it is not the weather that stops purposeful play outdoors, it is unsuitable clothing! If your child is potty training, you might like to bring in their own potty to maintain the continuity of their home training. We do have potties, small steps and child toilet seats for children to use as they wish.

Due to the possibility of them being lost or broken, we try to discourage children from bringing in toys. We do, however, actively encourage children to bring comfort blankets, cloths and teddies to help them settle and for times when they are tired.

Children have access to fresh drinking water throughout the day and both milk and water are offered at snack time, along with a variety of fruits and vegetables. The snack bar is opened at 10 am and children access this area as they wish throughout the morning.



Health & Safety

We would ask you to advise us if your child is/has been ill, as he/she may be a little upset on returning to Playgroup and it would be helpful to know this. Likewise, if the child is allergic to anything, we need to know!

There are certain illnesses for which we request that you do not send your child to Playgroup. If suffering from sickness and/or diarrhoea please keep your child away from Playgroup for at least 48 hours. Other illnesses, e.g. chicken pox and measles, have an exclusion period. For further details please refer to our Health and Safety policies (available on request).

We keep rules to a minimum but encourage children not to run in the pre-school room for reasons of safety. They are also not permitted to go into the kitchen. We encourage good behaviour and have a positive approach to behaviour management.



Many of our staff are qualified with current paediatric first aid certificates, as required by Ofsted. There is always a qualified first aider on site. We hold an accident & incident book and ask that the parent/carer sign this to show they are aware of any accidents that have occurred.

Should a child be prescribed a medicine, as part of a course of treatment for illness, we would prefer the child to be kept at home. However, if a child is at Playgroup and does require medication, please advise staff and refer to the Playgroup medication policy. We are only permitted to administer prescribed medicines with a pharmacy label stating name, date and dosage.

We hold regular fire drills so the children will know what to do in the event of an emergency; the procedure is in a pictorial display in the setting.

Parent / Carer Involvement

We actively encourage all parents, carers, grandparents and family members to become involved in their child's pre-school education, as we believe that this enhances every child's learning and development.

The Playgroup day

Playgroup opens at 0915 (we are unable to take children prior to this time as our insurance only covers us for our sessions). Every child **must be** signed in upon arrival in the registration book placed in the entrance lobby.

We encourage the parent/carer to make sure their child is settled before leaving – helping them to place coats and belongings on their own named peg before leaving.

Children are encouraged to choose from the varied activities/experiences delivered indoors and out, in all weathers.

Snack bar opens: children visit the area of their own choice.
A healthy choice of fruit and vegetables are on offer along with milk or water.

Snack is also available outside for those busy outdoor learners, weather permitting.

The morning session finishes with a choice of story, puppets, circle/song time.



We ask parents to wait in the vestibule and a member of staff will pass your child to you, to ensure the safety of the children.

It is vital that you indicate in the signing in/out register if anyone different is to collect your child. Please contact staff during the session if the collection arrangements for your child change.

Lunchtime session runs from 11.45 – 12.30

The children are fully supervised while they eat their packed lunches.

Afternoon sessions continue with free flow between both indoors and out.

At the end of the session we once again ask parents / carers to wait outside in the foyer and a member of staff will hand your child over to you and sign them out.

Meet The Staff

The day-to-day operation of the Playgroup is run by the Playgroup staff of Emma Butterfield (Manager) Sonia Burton (Deputy Manager) Suzanne Palmer, Alison Jackson and Emma Hunter with the administration by Rick Collins.

All of our Playgroup Staff are subject to an enhanced Disclosure and Barring Service check (DBS) prior to recruitment.

Planning and Your Child's Development

To enable effective planning and provision for all children we need to observe and listen to them. Through observations we can identify their preferred learning styles and interests, which enable good planning for their individual development.

This is a two way process and we value and ask for parental contribution towards this. We hold parent / carer evenings to demonstrate the reasons why and how our provision supports learning across the curriculum, we also allocate time for parents / carers to discuss their child's development with their key person.



A key element of quality provision lies in the way practitioners work in close partnership with families and other professionals. This notion lies at the heart of government policy, in particular the Every Child Matters agenda and the Children Act 2004 which both advocate that positive, effective information sharing is crucial to ensuring the best outcomes for children

The Early Years Foundation Stage (EYFS) statutory guidance states that all Early Years providers retain a responsibility to ensure that their setting ethos radiates a positive attitude to diversity, ensuring that differences are celebrated. For practitioners, this means that we must ensure that every child's individuality is celebrated and their needs met.



At Escrick Pre-school Playgroup we use our observations of the children to support our planning to ensure that we meet children's learning requirements. Through implementation of the Early Years Foundation Stage since its inception in September 2008, we are able to observe, plan and assess for children's needs and interests. The staff will use this guidance when observing and recording information gathered on your child's progress throughout their time with us. We provide a wide range of activities and experiences to ensure that our children have full access to all areas of the curriculum, providing opportunities for children to re-visit activities and further progress their learning.



A copy of the EYFS document is available for parents, in the setting and further information and examples of how we are delivering the curriculum are also on display.

Safeguarding Children

Escrick Pre-School Playgroup aims to create an environment which promotes and safeguards the welfare of children which includes protecting children from maltreatment, preventing impairment of children's health or development and ensuring that children are growing up in circumstances consistent with the provision of safe and effective care. We have a duty of care to refer any allegation, complaint or concern received relating to a child to the area child protection team or the police. A copy of our Safeguarding Children Policy and Procedures can be found in the policy handbook at pre-school.

We implement the following policies with regard to safeguarding children.

1. All carers will actively promote a warm, secure relationship with the children for whom they are responsible.
2. The individual needs of each child will be assessed and catered for.
3. All children be actively encouraged and enabled to fulfil their potential. Their physical, emotional and social skills will be monitored and regularly discussed with parents.
4. No carer will discriminate against any child or parent on grounds of race, culture, religion, gender, disability, lifestyle or sexuality.
5. Carers will remain aware of and sensitive to differences of culture. Equipment and activities will positively reflect today's multicultural society.
6. Safety is of paramount concern, whatever the activity. Adult/child ratios will be monitored and adhered to. All equipment should comply with approved British and EC standards.

7. Children's behaviour will be positively managed. No physical chastisement whatsoever will be allowed. No child will be humiliated, embarrassed or frightened. Bullying by other children will not be permitted.
8. All accidents will be reported immediately and entered into the accident book without delay. Parents will be fully informed as soon as possible and the cause of the accident dealt with to avoid repetition.
9. All concerns regarding child protection will be discussed with the Social Services Department.