

ROYSTON PLAYGROUP PROSPECTUS 2022-2023



**ROYSTON
PLAYGROUP**

**Royston Playgroup
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Penge
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TIMES OF SESSIONS

Monday – Friday 8.45am – 11.45am

Monday – Friday 12.15pm – 3.15pm

All day session 9.00am – 3.00pm

Open term time only

(You will be notified of term dates on admittance)

For pre-school children 2½ - 5 years of age

The Aims of Royston Playgroup

- To ensure that all children are provided with a safe, happy, and stimulating environment.
- To encourage children to learn through play and achieve to their full potential.
- To work within a framework which ensures equality of opportunity for everybody.
- Establish clear communications, developing a partnership between home, playgroup and any other professionals that can enhance the child's learning and understanding.

To reach these aims we....

- Treat each other as individuals and with respect.
- Make children feel secure and comfortable with their surroundings
- Encourage and practice parental involvement.
- Provide a flexible curriculum of experiences and activities to suit children through play, following the guidance of the DfES's 'Foundation stage'.
- Comply with all governmental guidelines, laws and legislation. Health and Safety.
- Contact support people when the group, child or family needs additional assistance.

Royston Playgroup is a pre-school open to all children between the ages of 2½ - 5 years.

It was founded by teachers of Royston Primary School over 50 years ago and has an excellent reputation for preparing children for school and meeting the local people's needs. The setting builds children's confidence, helps them to gain self-esteem and educates them through play.

The group has now grown and children, who attend, leave to go to various schools throughout the Borough. We are members of the EYDCP (Early Years Development and Childcare Partnership) and Early Years Alliance (trading name of Preschool Learning Alliance - PLA) which are organisations who ensure all Pre-School settings are run to a high standard in all aspects of child care and education. We are regularly inspected by OfSTED, Health and Safety officials, and have official Fire Safety Checks regularly and fire drills.

A parent Committee runs Royston Playgroup which has a qualified, experienced playleader, qualified childcare practitioners and qualified first aiders. Staff training is ongoing. All staff are committed to a contract that upholds strict confidentiality procedures and ensures equality of opportunities for all children and adults. Please feel free to talk to our playleader if there are any problems, queries or if information is required.

We operate a keyworker system for all children and have specific members of staff who ensure that the Codes of Practice are adhered to and equal opportunities are continually being monitored.

Admissions and Admission Criteria

Royston Playgroup has always welcomed children equally and is continually updating equipment and training to make the setting more accessible to facilitate children's individual or additional needs. We have a waiting list for admissions, but this does not mean your child will be denied a place if you are new to the area or have not yet registered. Age has priority on the list. By Government ruling, it is the right of every child to have an understanding of various subjects and knowledge before they reach mainstream school age. We accept Government funding and offer places for 2 year old funding, 3 to 4 year old Universal 15 hours and 3 to 4 year old Additional 15 hours. You will be informed if your child has a place by letter or telephone. You will then be required to complete an Admissions Form to give us relevant details that we will need to know, regarding health, safety, likes/dislikes, dietary, religion, family and emergency details. This form must be signed and returned to us before your child starts playgroup. Your child will be allocated a keyworker who will ensure your child's individual needs are being met. We do this through observations, interaction, Progress Reviews and with help from you. We will ask you to sign a keyworker acceptance letter. If there are any queries do not hesitate to ask the playleader or keyworker co-ordinator.

Fees

The cost of each session at Royston Playgroup is £15.00

This is payable in advance, termly/monthly/weekly or, if arrangements are made with the playleader, daily. Parents/guardians/carers will not be able to leave children if fees are not paid, or prior arrangements are not made. Allocated sessions must be paid for, even if your child does not attend through illness/holidays or family commitments. This is to enable us to keep the sessions allocated to them available. Playgroup must be informed if a child is absent. If you do not inform us of absence after a 4-week period, the place will be offered to the next child on our waiting list.

Policies and procedures

An overview of policies and procedures can be seen within this prospectus.

Full details of all our policies and procedures are available and should be read as you will be asked to sign to ensure you are familiar with all guidelines and essential government requirements. These are working documents for the group. If you have any difficulty reading or understanding the policies and procedures there will be a parent/carer open session at the AGM where you can ask questions and get assistance. Our policies are reviewed on a regular basis and comments and suggestions from parents/carers are always welcome. Personal information about you and your child will only be used in accordance with the Data Protection Act and General Data Protection Regulation.

General Information

We ask that you bring and collect your children promptly. This enforces good practice and ensures the children do not get upset if they are left waiting (before or after everybody else).

If you are not collecting your child personally you **MUST** inform us who will be. No child will be allowed to leave the premises with an unauthorised person.

We strongly advise against the children wearing jewelry at playgroup, this is for the children's own safety and insurance reasons. Please ensure clothes and shoes are comfortable, sensible, and are easily adjustable for when they use the toilet or go out to play. Please bear in mind they may get dirty or want to climb. Sweets and chewing gum are **NOT** allowed to be brought into playgroup. We offer the children a drink and snack at break-time. Please ensure you inform us verbally as well as in writing if your child has an allergy to anything. Children will not be allowed to attend playgroup with any condition that is contagious. An additional list is displayed on the Parental Information board. We will inform all adults if there is an outbreak, and would ask if you could inform us if your child has anything contagious. You will be asked to collect your child if we feel they are unwell. Your child should not return to playgroup for at least 48 hours after having diarrhoea or a bout of sickness.

We uphold a non-smoking policy, and for security, we ask you to use the school gate nearest the playgroup only, to enter and exit. Walking through the school grounds is not permitted unless you are taking/picking up other children or visiting the School. It is not a through path.

The School Car Park is for teaching staff and official school visitors only. We would also like to remind you that it is an offence to stop in the road on the zigzag area outside any school. It is advisable to allow yourself plenty of time to park if you travel to the playgroup by car.

Your role as a parent/guardian

You and your family are your child's first educator and from time to time we will ask you to give us some information or do something at home with your child. Reading to them, answering their questions and asking them what they have done makes them feel good and gives them confidence. Letting them help and reassuring them is a big part of growing. If you feel that you have an occupation, culture, special talent, health information, or religion that could interest or assist us within the curriculum in the playgroup please let us know. Children are very proud when someone they know helps. As a parent Committee run playgroup, we always welcome new members, even if you can only spare an hour occasionally. Please speak with the playleader for further information. We welcome your feedback, suggestions and comments which you can give by speaking to us at the start or end of the session, emailing roystonplaygroup@hotmail.com or writing in the Parents book by the entrance.

The daily routine

When your child arrives we would ask you to encourage them to find their own name peg, as this helps them to recognise their own name and gives them confidence.

After children have found their pegs and removed their outside clothing, they come into the playgroup rooms and have free play. The register is taken which encourages the children to answer their name and learn other names. This is a fire safety requirement as well as an attendance record. The children then have free play and small, creative, group activities with adult interaction. There is also time set aside for the older children to have extension play. There are various toys and games available which are rotated daily, dressing up, puzzles, paint, water, sand, books, dough, play shops, house, and make believe. We also have outdoor play which covers all seven areas of the Foundation Stage. On returning, the children have a large group activity known as 'circle time' which can involve singing, dancing, talking, pretending, playing with musical instruments, listening or dancing to music. After the circle time, we provide them with a snack and drink. (The snack can vary according to the topic we are covering). The children usually sit at a table with each other conversing and joining together socially. We normally end the session with a story and the children then collect their things for home. This is our usual daily routine but because our curriculum is flexible we sometimes change the structure to suit.

The EYFS (Early Years Foundation Stage)

Royston Playgroup has a full range of equipment and toys to meet all children's needs. Through our individual planning we ensure we cover all the Early Learning Goals that the government lay down as part of the Foundation Stage. This enables every child the opportunity to have an understanding of various subjects, experiences, and social skills by the time they enter full time education by the age of five. They will be moved through the foundation stage stepping-stones at a pace to suit them, this will be seen in their confidential observations, reviews and information gained and shared by you. The individual planned activities include the opportunities they need to move on.

There are seven development areas that make up the 'Foundation stage', they are three Prime Areas: - *Personal Social and Emotional Development (PSED)* *Communication and Language (CL)* and *Physical Development (PD)* and four Specific Areas – *Literacy(L)*, *Mathematics(M)*, *Understanding the World(UW)* and *Expressive Arts and Design(EAD)*. These areas of learning are introduced through play. The children are comfortable, happy and excited when they make new discoveries, count, and play, paint or put on their coats.

If the Keyworker feels your child is not making satisfactory progress we will inform you. We can then discuss the matter in accordance to our policies, the DfES Code of Practice and other essential governmental guidelines and laws. If it is then decided, mutually that we need more expertise we can discuss and plan the contacts needed. The Playleader, along with the SENCO can offer confidential advice and we can work closely with the outside agencies/professionals to continue to meet your child's needs.

Children develop individually and your child will be introduced to new experiences and learning when you and the keyworker/playleader feel they are ready. Children that show exceptional abilities will be introduced to new experiences and will be given extension activities to move them closer to the early learning goals.

Learning about each other

Within our curriculum at Royston Playgroup ALL religions, cultures, and festivals are acknowledged. This helps to show loving, giving, sharing and respect for all people. Equal opportunities are offered regardless of gender, disability, culture, language or religion. Learning about each other helps us to understand feelings, families and respect. We celebrate birthdays (please inform playleader if you do not want your child's birthday acknowledged).

How we treat each other

Disciplinary procedures will be enforced if respect for others is not shown. No verbal abuse, physical aggression or physical discipline will be tolerated by anybody. Calmness is administered to all situations immediately. Confrontation of action is then required and time, then, to reflect and apologise or accept apology.

National Child Protection legalities require the playgroup to inform them if there is any suspicion that abuse is apparent whilst the child is within our care. This will be done.