

The Cricket Pavilion
Ferry Lane
Bishopthorpe, York
YO23 2SB

**Telephone number: 07722 046 184**

[www.bishopthorpe-playgroup.org.uk](http://www.bishopthorpe)

**Playgroup email**: bishopthorpe-playgroup@hotmail.co.uk

**Admissions:** bishopthorpe-playgroupadmissions@hotmail.co.uk

**Admissions contact and telephone number**: Carol on 07926 573100



Bishopthorpe Pre-school Playgroup is a small community-based playgroup which was established over 50 years ago.  We have our own outdoor area including playground and woodland play area.

**Information leaflet for new families**

We hope you will soon feel that you and your child ‘belong’ here, know and understand what Playgroup is all about, and enjoy all the experiences you share with us. This booklet gives you a brief insight into Playgroup, with basic information we think will be useful to you.

We are a registered charity (number 1159473) and are also registered with Ofsted (EY551096). At our last Ofsted inspection we achieved an Outstanding in all areas rating.

We welcome up to 24 children to each of our sessions, which are led by our team of caring, dedicated and highly trained staff. The management of our Playgroup is via a committee of parents who are trustees of the charity and who volunteer their time to ensure that the group is properly managed. The chair of the committee is currently Jack Hannah. We are always looking for new members of the committee so please let us know if you are interested in helping.

Our staff and committee work closely as a team to ensure that all children and their families are happy and comfortable in the setting.  Further information on what we offer can be found on our [website](http://media.wix.com/ugd/fc1bb2_72470c72ccf44e8da2c0db3c44d0a39a.doc?dn=Prospectus_April2015%20(1).doc).

Our staff team:

Julie Morris Manager, SENCo, designated Safeguarding Lead and Designated Worker for Looked-after Children, session supervisor, key person

Sarah Moss Deputy Manager, session supervisor, Health and Safety, Funding co-ordinator, key person

Carol Henk Deputy Manager, session supervisor, Tiny Tots staff, Admissions Co-ordinator, key person

Lorna Clare Session supervisor, Forest School Leader, key person

Karen Gamble Session supervisor, key person

Theresa Doherty Session supervisor, key person

Lynne Mandle Session supervisor, key person, Tiny tots staff

**Key Person schem****e**

We operate a ‘Key Person Scheme’ which means that each member of staff has a group of children for whom they have specific responsibilities, and when a child joins our setting they have a special adult who helps them settle in and who they can form a close bond with.

Your child’s key person will:

* Help your child to settle in at Playgroup and to overcome any worries or difficulties.
* Make regular observations on your child’s learning and development, planning for their individual needs within the 7 areas of learning as defined by the Early Years Foundation Stage (EYFS). This is a curriculum designed for all children from birth until the end of reception, whether in attendance at a Playgroup, Nursery or Reception class within a school. It covers 3 prime areas of learning - communication and language, physical development and personal, social and emotional development, and promotes four specific areas of learning which help to strengthen the prime areas - literacy, mathematics, understanding the world and expressive arts and design.
* Talk with you to share information about your child’s interests and achievements at home, and will regularly be available for you to discuss your child’s progress.
* Build a learning journey of your child’s time with us by sharing regular observations, via ‘Tapestry’, on your child’s learning and development, as well as planning for their individual needs within the 7 areas of learning. (‘Tapestry’ is a piece of educational software which provides a secure online learning journal for each child. By logging on with a secure username and password you will be able to access your child’s achievements during their time with us. All information is stored on a highly secure server which is monitored closely.)
* Share relevant information with other members of staff so that your child’s needs are continually met.

Our Playgroup also runs a ‘Buddy’ scheme whereby each child has a ‘Buddy’ who takes on the role of the Key Person in their absence.

Your Key Person is committed to a Code of Confidentiality, as are all the staff. The Confidentiality Policy is available at Playgroup and online at

[www.bishopthorpe-playgroup.org.uk](http://www.bishopthorpe-playgroup.org.uk).

**Sessions:** These run Monday to Friday, term time only. We follow the same school holidays as Bishopthorpe Infant School and Bishopthorpe Junior school, and these can be found on the Playgroup website. Our sessions are as follows:

Mornings 9am-12noon

Afternoons 12noon-3pm

Full day 9am-3pm

For children staying all day and those attending afternoon sessions, we ask that you provide a packed lunch.

**Food & drink**

At each session children are offered a drink of milk or water and a healthy snack. The snack varies from session to session, and could be cheese, fruit, vegetables, bread, cereal etc. Staff will check the allergy and food intolerance information you supplied on your admissions record, but if you have a new concern please let staff know.

Water is available all through the day so children can access it by themselves and is also available for lunch club.

To help us run the lunch club smoothly please ***clearly label*** your child’s lunch box, reusable drinks containers and small boxes with your child’s name. Please don’t use plastic sandwich bags in your pack up box. Healthy lunch options are to be encouraged. Water, as always, will be provided. We are unable to refrigerate the pack-up boxes so a cool-pack may help keep the contents of their pack-ups chilled.

Please also remind your child that their lunch is only for them and we cannot allow them to swap and share.

**Any items containing nuts, including peanut butter spread and Nutella, are not allowed as some children have serious nut allergies. Please ensure all grapes are quartered to avoid risk of choking, and do not include marshmallows or popcorn for the same reason.**

**Daily routines, including arrival and home time**

Drop-off and collection times are very busy, and it helps if you can walk or cycle. If you do come by car, please drive slowly down Ferry lane and park with extreme care. Please do **not** park on the grass verges as emergency vehicles need access at all times, and large lorries often need to be able to get to the Marina.

On arrival, please wait outside in the playground until the supervisor calls everyone in. You are responsible for your child until the start of the session. **Please do not allow children to play on any equipment in the playground at this time.**

For the safety of all the children, please close the gate securely when you enter or leave the playground. If someone else is collecting your child at the end of their session, please complete the ‘collections’ book. Ask a member of staff for this.

A member of staff will open the door and welcome all the children into Playgroup, at which point they say their goodbyes to their grown ups. Every child has a named coat peg and, once they’ve hung their coats and bags on their pegs, and put their lunch boxes on the lunch trolley, they will sit on the carpet for register. Unless otherwise agreed with a member of staff, please be on time for sessions as it can be disruptive to those children sitting on the carpet when others are late.

After the register, the supervisor briefly discusses the current topic, after which children are free to choose their own activities. The session usually concludes with songs, followed by a story. At the end of the session the door will be opened by a member of staff and your child will be sent out to you.

**Clothing**

Your child will be free to explore and experiment with all kinds of materials, including messy ones, both indoors and outdoors! Please ensure they are dressed appropriately in clothes which can get messy and which they’re safe to run around in, e.g. safe footwear even when hot. We also advise that children wear clothes they can cope with themselves which will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes, thereby encouraging independence.

We have a supply of Bishopthorpe Pre-school logo sweatshirts and t/shirts available to purchase directly from playgroup. These aren’t compulsory uniform, but a lot of parents find them useful. Please see a member of staff if you would like to buy any.

***Please label*** all of your child’s belongings clearly with their name.

**Illness Guidelines**

If children are not well they are better off at home where they can rest and recuperate.

**Childhood infectious diseases** - Please notify playgroup if your child has an infection which can be spread to other children and which may affect early pregnancy development. These infections include: Covid, Chickenpox, German measles (Rubella), Slapped cheek disease (Parvovirus B19) and measles.

When we are notified of the above infections we will display a poster informing you that we are aware of the infection; this will be displayed on the entrance door. (Only the information on the infection will be displayed all other information is treated as confidential)

**Sickness and diarrhoea –** In the case of ‘tummy upsets’ it is vital that children stay at home for at least 48 hours after the last incidence of sickness and diarrhoea to prevent it spreading to others.

**Earache** – Ear, nose and throat infections are very common in young children, but ear infections in particular should not be treated lightly as ears can so easily be damaged permanently if infections are not treated.

**Medicines** – As a general rule, children who have been prescribed medicines, e.g. antibiotics, are recovering from an illness and are probably not well enough to come to Playgroup. However, if children are in Playgroup all day and need medicine we can administer prescribed medication once a medical form has been completed and signed by the parent. Please note, children should not attend Playgroup until 48 hours after the first dose of any medication.

For further information on childhood illnesses and infections please see the Guidance on Infection Control in Schools and Other Childcare Settings poster which is displayed in the entrance area of Playgroup or alternatively you can download from the website [www.gov.uk/phe](http://www.gov.uk/phe). If you have any concerns regarding childhood illnesses or if any pregnant women have come in contact with any of these infections please consult your own G.P.

**Parental Involvement**

Parents are encouraged to get involved in playgroup activities. You could help in any of the following ways:

* Joining the committee/being a trustee. We always welcome new members to the committee.
* Supporting / helping at fundraising events – the fundraising team need lots of help as we can’t run Playgroup without the funds they raise. These monies cover everything from toys and equipment to loo rolls and paint.
* Attending relevant meetings and responding to circulars
* Spending time with the children during a session discussing or demonstrating some aspect of your talent or profession e.g. baking, craft, music etc.
* Helping out at a Playgroup session (a volunteer sheet will be available on the green doors so you can just add your name if you’d like to help on a particular day).

**Absence**

If your child will **not** be attending playgroup due to illness or other commitments it is **extremely important** that you let us know as soon as possible, by telephoning **07722 046184**. Any child who has been vomiting or had diarrhoea should stay away from playgroup until they have been well for at least 48 hours. If your child is away with an infectious illness, please let playgroup know – it will allow other parents/carers to be prepared! An absence of more than 2 weeks must be accounted for or your child’s place may be reallocated.

**Personal Information**

Please ensure that we are kept informed of any changes to your circumstances, especially emergency contact details, or any allergies which might have developed since your registration form was completed.

Please note: All information is collected and held in line with General Data Protection Regulations (May 2018). Please refer to [www.bishopthorpe-playgroup.org.uk](http://www.bishopthorpe-playgroup.org.uk) (About Us/Policies and Downloads) for our privacy notice for further information.

**Ad-hoc sessions**

If an ad hoc session is required, we have a set payment in place of £20 per session. We can only agree to such ad hoc sessions, if children and staffing levels permit.

When an ad hoc session is booked, an invoice will be created and needs paying before the session is taken. If the session is then cancelled, the cost of the session is non-refundable.

If unforeseen circumstance arises, we will try to accommodate a child for emergency childcare. This will be assessed on an individual basis.

**Swapping sessions**

We are unable to offer any swapping of sessions, this includes if a bank holiday falls on your child’s usual day of attendance. As we do not charge for bank holidays, there is no financial disadvantage.

**Late payment**

If an invoice is not paid on time, we have had no choice but to introduce a late payment fee of £25. This will be payable with the overdue invoice.

We appreciate that unforeseen things can happen, so if you need to discuss your invoice, please speak to Julie, Manager or Sarah, Deputy Manager to avoid any late payment charges.

**Notice** **to terminate a place**

If you need to give notice on a place, we require one full month’s notice which will be charged at your child’s usual attendance over the month notice period.

**Contact**

Please remember that the website, Facebook group and notice board are all useful sources of information.

*We hope that your child’s time in playgroup is a happy and productive one. If you wish to discuss anything that has happened at playgroup, please do so with your child’s key person, or with Julie Morris, the Playgroup Manager. If you have any queries please contact a staff or committee member at any time.**If you need to make a complaint, details of the procedure are on the noticeboard, where you will also find the Ofsted contact details.*