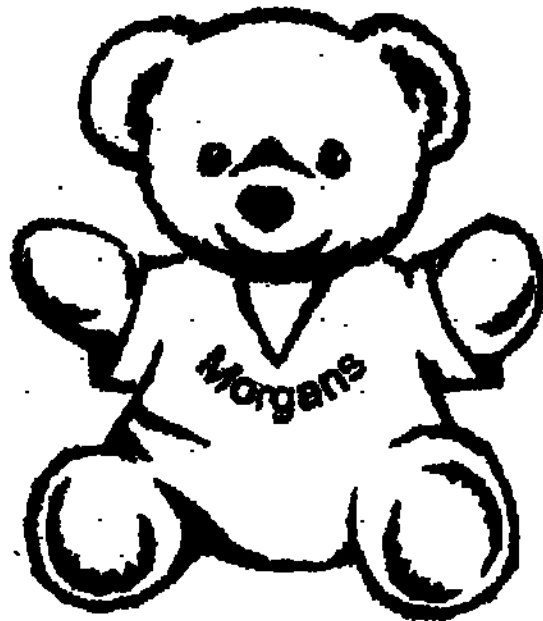


MORGANS PLAYGROUP PROSPECTUS



**Morgans Playgroup
Morgans JMI School
Morgans Road
Hertford
Hertfordshire
SG13 8DR
Tel: 01992582162**

Registered Charity No. 10383999

ETHOS

- **Individual care and attention made possible by a high ratio of adults to children**
- **The support of a personal key worker**
- **Opportunities for you and your family to be involved in the activities of the group and in your own child's progress**
- **This first step in education should equip your child with the skills and confidence to be ready and eager to learn when they move onto school**
- **We aim to provide a happy, caring environment, in which children can play and learn**
- **To provide a stimulating programme of learning through our well planned activities**
- **To give children the confidence to socialise with other children and adults**
- **To encourage children to develop their communication and listening skills**
- **To give children the opportunity to gain independence**

Introduction

Morgans playgroup was established in 1989, the playgroup is based within the grounds of Morgans JMI school and has close links to the school and their nursery. We have our own area, which provides a safe and attractive environment in which children can play and learn. The playgroup is a registered charity, a non profit organisation. We are managed by a committee of parents who also organise fundraising events to be able to maintain our high standards. The playgroup is registered and inspected by OFSTED. We are also a member of the Pre-School Learning Alliance.

We work within a framework, which gives equal opportunities for all children and families. A high ratio of adults to children makes it possible for us to provide individual care and attention, ensuring every child is special. We give time and attention to each child; talk with the children about their interests and activities. We help the children to experience and benefit from the activities we provide and allow the children to explore and be adventurous in safety. Staff are always willing to show parents and carers around playgroup and answer questions or queries.

Charity Status (Charity No: 10383999)

Even though we receive Government funding our playgroup is privately run. As a charity we are required to have a committee of parents who are responsible for the administrative duties involved in the running of playgroup.

As a charity we are a non-profit making organisation, all the money we receive is invested in playgroup. Therefore, your support at fundraising events is essential for us to continue to maintain our high standards.

Admissions

We welcome everyone in the community and try to be as flexible as possible to accommodate the needs of individual families. We accept children the term after they turn 2½ until they move up to nursery. Shortly before your child is due to start playgroup you and your child will be invited to attend one of our sessions. This will give you both the opportunity to talk to our staff and to familiarise yourselves with the building and our routine. We like our new children to attend two sessions a week for the first term.

Fees are paid half termly in advance, however, if you claim specific benefits you may be able to claim funding. The term after your child's third birthday you will be eligible for Government funding for up to five sessions a week (playgroup runs Monday to Friday), subject to availability.

Fees

Fees are payable half termly in advance at a total cost of £10 per session.

Parental Involvement

The playgroup recognises that parents are the first and most important educators of their children. Parents are welcome to:

- Put their name on the parent rota to help during sessions (subject to CRB check);
- Assist with fundraising;
- Join our committee to help with the smooth running of playgroup;
- Be involved with playgroup events.

Fire Drill

We practise our fire drill half-termly on different days so children on all days are familiar with the procedure. Please see emergency evacuation procedure in policies file.

Visitors

All visitors must sign in our visitors' book, noting time of arrival and departure. No visitor is left unattended with the children at any time. Should you wish to help on a regular basis a full CRB check will have to be carried out. If any person other than the parent or guardian is to collect your child, written authorisation must be given in advance. We will not let any child go from our premises with anyone unknown to us. A going home book is in operation requesting written consent by parent, collector and staff.

Our session

- Playgroup starts
- Register – this is a time when the group is together to discuss our topic of the week, the weather, discuss talking bags and class helpers
- Free play – we provide a range of different activities for the children to choose from
- Tidy up time
- Circle time – we will read a story, sing songs, music, movement, discuss Billy bear's adventures or we may have small group time where the children are split into groups for activities designed for smaller groups
- Drinks and snacks
- Outside play
- Home time or lunch club

This routine is subject to change i.e. in Summer months we will have an inside/outside session and may go onto school grounds for exploration.

Curriculum

We have a topic based curriculum on themes already planned for, topics based on observations of activities the children particularly enjoy or any special events. This allows each child to develop at their own pace, learning through play, stimulating their thought processes by encouraging their imagination. Our curriculum is guided by the Early Years Foundation Stage.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. Through following the Early Years Foundation stage we plan and provide a range of play activities, which help the children to progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

Communication, language and literacy

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking, listening 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 and, when they are ready, to use drawn and written symbols for themselves. A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books both for reference and as a source of stories and pictures

Personal, social and emotional development

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also take part in the life of a group, sharing and co-operating with 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 the group, its members and property.

Problem solving, reasoning and numeracy

By means of adult-supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities that form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help the children become aware of number sequences and when they are ready, to use simple mathematical operations such as adding.

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 safe and well-maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems.

Physical development

A range of equipment and opportunities allows the children to develop confidence and enjoyment in the use of their own body skills. A very high level of adult supervision enables children to safely 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 finer motor skills required to use tools including pens and pencils and to handle small objects with increasing control and precision.

Creative development

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings. Art equipment including paint, glue, crayons, pens and pencils as well as natural and discarded resources provides for an open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories and there are many opportunities for imaginative role play, both individually and as part of a group.

Key Workers

Each academic year the children are divided into groups usually with between six to eight children per group. Each group is the responsibility of a specific member of staff – key worker. The key worker is able to build a special relationship with the children in their small groups. They will monitor the children's progress; liaise with parents and complete their art portfolios which charts your child's progress. You can ask to see their portfolio at any time during playgroup, just ask your key worker.

Staff

Leader: **Holly Shutlar** **2nd Year of Foundation
Degree in Early Years –
Level 4 qualified**

SENCO

Deputy: **Hayley-Anne Trundell** **NVQ 3 in Children’s Care,
Learning and Development**

Assistants: **Sarah Mathews** **NVQ 3 in Children’s Care,
Learning and Development**

Magdalena Glinkowska **NVQ3 in Children’s Care,
Learning and Development**

Sam Stula **NVQ 2 in Children’s Care,
Learning and Development**

Stephanie French

**The staff are continually updating their qualifications by attending
courses run by Young in Herts.**

All members of staff are CRB (Criminal Records Bureau) checked.

Meet the committee

Chairperson	Laura Jones
Secretary	Anna Brady
Treasurer	Michelle Horsman

A parent management committee – whose members are elected by the parents of the children who attend playgroup – manages the playgroup. The elections take place at our Annual General meeting. The committee is responsible for:

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

Times

Playgroup starts at 8.45am and finishes at 11.45am.

Snacks and Meals

The playgroup makes snacks and meals a social time when children and adults eat together. We plan the menus for snacks so that they provide the children healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.

Policies

Morgans Playgroup has a comprehensive list of policies. These are kept in a folder shown every morning on arrival. The policies are as follows;

- **Playgroup Information for Parents & Carers**
 - initial contact & discussion
 - application for admittance
 - settling in policy
 - on-going settling in
- **Nappy and Toilet Training Policy**
- **Working in Partnership with Parents**
- **Suitable Person Policy**
- **Non-Collection of Children**
- **Lost Child**
- **Complaints Procedure**
- **Confidentiality Policy**
- **Early Years Foundation Stage**
- **Safeguarding Children Policy**
- **Good Health of Children Policy**
 - medicine
 - first aid, illness and injuries
 - food and drink
 - smoking
- **Behaviour Management**
- **Health and Safety Policy**
- **Equality of Opportunity**
- **Special Educational Needs Code of Practise**

Equal Opportunities

Morgans Playgroup operates in accordance with all relevant legislation. All children, families and staff are treated without bias in regard to their culture, gender, race or special needs.

Child Protection

We comply with the procedures approved by the local Department for Children, Schools and Families.

We aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is responded to promptly and appropriately.

To protect our staff from any allegations of abuse we will not change children's nappies or assist them with their intimate toilet hygiene unless another member of staff is present. However, if a child is just wet we will change their clothes (written consent form to be signed upon admission).

Behaviour Management

We believe that children and adults flourish in an ordered environment in which everyone knows what is expected of them. The children are free to develop their learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and admiration.

Discipline:

1. A child will be told, if any action is dangerous, unsociable or otherwise;
2. A child will be told again and also distracted: if no improvement in behaviour is obvious they will be withdrawn from the activity for a brief period of time;
3. If a child's behaviour repeatedly gives cause for concern, the parents will be informed.

We do not use any form of intimidation or physical punishments.

Complaints procedure

A parent who is uneasy about any groups provision should first of all talk over any worries and anxieties with a member of staff.

We believe that most complaints are made constructively and can be rectified at an early stage. We also believe that it is in the best interests of the playgroup and parents that complaints should be taken seriously and dealt with fairly and in a way that respects confidentiality.

If the matter is still not resolved to the parent's satisfaction the parent should contact either the Chairperson of the Committee, contact OFSTED direct or children school and families.

Illness (Health and Hygiene)

Parents are asked to keep their children at home if they have any infection and to inform playgroup as to the nature of the infection, so that we can alert other parents and make careful observations of any child that seems unwell.

Parents are asked not to bring into playgroup any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Settling in Policy

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- By creating opportunities for the exchange of information, using the registration form; opportunities to discuss your child's progress; reviews on how the parents, child and key worker believe the child has settled, a child interest sheet and a parent questionnaire.
- By encouraging parents to visit playgroup with their children during weeks before an admission is planned.
- By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.

- By making it clear to families that they are welcome and will be supported in playgroup for as long as it takes their child to settle.
- By reassuring parents whose children seem to be taking a long time settling into playgroup.
- By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Rules

1. Playgroup sessions are from 8.45am until 11.45am. Children should not be left unattended before 8.45am and they should be collected promptly at 11.45am by a named person.
2. Fees are payable half-termly in advance. As fees are fixed to just cover costs, it is regrettable that they must be paid during a child's absence. Should fees fall into arrears, the playgroup reserves the right to remove the child's name from the register and refuse any subsequent children until the debt is paid.
3. If a child is to leave, four weeks notice should be given in writing. A charge for the four weeks will be payable in lieu of notice. Any money queries, please speak to our billing and funding committee member.
4. No jewellery may be worn at playgroup, as it is dangerous. Pierced earrings must be removed or covered with a plaster. If children arrive at playgroup wearing any jewellery we reserve the right to send them home if it is not removed.
5. Please do not bring your child into playgroup for at least 48 hours if they have suffered from diarrhoea or vomiting from whatever cause.
6. A drink of either milk or water and a snack are provided during the morning. There is a charge of £5 per half term to be paid 2 weeks after starting. We do ask that you bring a drink in a named cup for your child to drink throughout the session.

Guidelines for parents

- When you arrive please help your child find their name tag on the carpet at the bottom of the room.
- You can leave your child after 8.45am as soon as they have settled. If they are upset please speak to a member of staff, we are here to help
- The session finishes at 11.45am, please be punctual when collecting your child, children can quickly become distressed if their parent / carer is late. If you are not picking up your child you must inform a member of staff who will be and what the password is, this is to be written in the pick up book.
- Your child will be encouraged to go to the toilet by themselves, so it is helpful if you can dress them in clothes that are easy for them to remove, like elasticated waists rather than buttons, zips, belts or dungarees.
- Any item of clothing to be removed should be clearly marked with the child's name.
- Please do not allow your child to bring food with them into the session.
- If you bring your child in a buggy or on a tricycle, please take it away with you.
- Please look at and read all notices put on the A board outside, they are there for your benefit. We have regular news letters to keep you informed of any fund raising events, term dates, special days, children's activities etc.
- All our policies are available for your inspection in a red folder on display when you enter playgroup.
- Playgroup is a NUT FREE ZONE.
- Our playgroup is run by a committee of parents who volunteer their services for fund raising events and the general running of the playgroup. If you could spare one evening every half term and are willing to help, join our friendly committee and make some new friends. Without a committee playgroup cannot run.
- Please ensure that your child has a spare set of clothes, indoor shoes, and a drink in a named bottle.