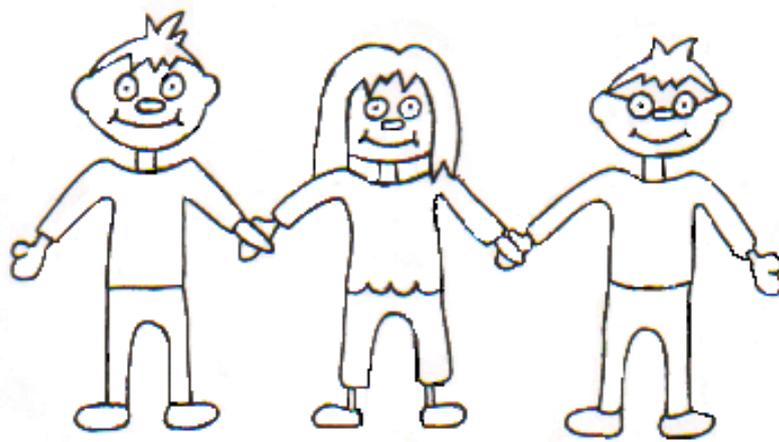


# St. Andrew's Playgroup



Friends Together

Prospectus  
2015 - 2016

## St. Andrew's Playgroup

Hickman Hall  
St. Andrew's Church  
Hatters Lane  
High Wycombe  
Bucks.

Playgroup direct : 07906 301 837

E-mail : [playgroup@sac-hw.org.uk](mailto:playgroup@sac-hw.org.uk)

Playgroup Manager :- Susanne Smith  
B.Ed (Hons), BSL, SENCO, First Aid

Deputy Manager :- Sarah Kotlarz  
& Key Person DPP, First Aid Qualified

Playgroup Assistant :- Sue Sell  
First Aid Qualified

Playgroup Key Person :- Annette Anderson  
CPP, First Aid Qualified

Playgroup Key Person :- Anna Whicker  
Diploma in EL&C, First Aid Qualified

Playgroup Key Person :- Alison Besford  
Diploma in EL&C

Playgroup Assistant :- Linda Phiri  
NNEB

All staff have enhanced CRB/DBS Certificates.

Sessions :	Monday	9:15am - 12:15 pm	Lunch Club 12:15pm - 1pm
	Tuesday	9:15am - 12:15pm	
	Wednesday	9:15am - 12:15pm	
	Thursday	9:15am - 12:15 pm	
	Friday	9:15am - 12:15 pm	Lunch Club 12:15pm - 1pm

Fees per session : £9.00 (Term time only)

Lunch Club : £2.50

St. Andrew's playgroup welcomes all children aged 2½ years to school age. It is a Christian playgroup and as such incorporates time for singing and simple prayer within each session.

St. Andrew's Playgroup

# United Nations Convention on the Rights of the Child

## Article 15

"Every child has the right to meet and make friends with other children"

### Our Aims

- We aim to provide a safe, welcoming, happy, caring and stimulating environment to ensure that children's "Early Years" experience is as fun and enjoyable as possible.
- We aim to meet the individual needs of all the children in the playgroup.
- We encourage children to be confident and independent and to develop their self-esteem.
- We aim to provide activities and opportunities to develop children's emotional, physical, social and intellectual capabilities.
- We aim to stimulate and encourage inter-personal skills with both other children and adults.
- We actively promote the development of Christian beliefs and personal values, with particular attention being paid to respecting the views, opinions and values of others.

### Our Facilities

The playgroup consists of one large area that is sectioned off for play, quieter times and small group activities. There is also a garden area providing opportunities for supervised outdoor play and learning opportunities. The children's play and learning are facilitated by a large range of both indoor and outdoor resources.

### An Example of a Morning at Playgroup

9:15 am	Self Registration and Free Play
10:30 am	Snack Time
11:20 am	Song/Rhyme Time (Birthdays)
11.45am	Outdoor Play
12:15 pm	Home Time
12:15pm - 1pm	Lunch Club - Monday & Friday

# United Nations Convention on the Rights of the Child

## Article 29

"Education must develop every child's personality, talents and abilities to the full"

## Learning and Development

The playgroup uses the Early Years Foundation Stage as a framework for planning and providing learning experiences and ensuring individual development. The play based approach for children from birth to end of reception year (0-5) is divided into seven areas of learning and development. Three "Prime Areas";

- Communication and Language
- Physical development
- Personal, social & emotional development

And four specific areas;

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Although the framework is divided into separate areas, the children's learning will not be. For example, many of the activities undertaken will provide a child with the opportunity to develop a number of competencies, skills and concepts across several areas of learning. At St. Andrew's Playgroup, we plan to meet the diverse needs of all the children providing, through planned play and child initiated play, opportunities and experiences that build on and extend children's knowledge, interest and skills whilst developing self-esteem and confidence. We offer a wide range of activities and resources to allow each child to make maximum progress in all areas of learning and development, building a firm foundation for their future learning. We keep extensive records of all children detailing their interests and achievements. These are based on observations carried out by staff in partnership with parents and other carers. With parental permission, these records are then passed on to the child's next setting when they move on to ensure continuity of learning.

## Ofsted Registration

The playgroup has been registered with Ofsted since 2003 and received a "Good" grade in all areas of our last inspection (June 2015).

## **Rights Respecting Award**

We are proud recipients of the UNICEF's "Rights Respecting Early Years Award". This is about the United Nations Convention on the Rights of the Child which is based on the principles of equality, dignity, respect, non-discrimination and participation. These principles are at the heart of all we do at playgroup and we have Russel the rabbit (our mascot) who is present every session to encourage respect between everybody in the playgroup - children and adults alike. He acts as a daily visual reminder of the necessity to act/behave in a respectful manner towards each other to maintain an environment where everybody is safe from harm and every child's abilities and talents are developed to their full potential.

## **Policies and Procedures**

St. Andrew's playgroup has a comprehensive set of policies and procedures, all of which are designed to offer the best experience for the children and their families. These are available to read at any time and provide a valuable insight into how the playgroup operates. They are all reviewed regularly.

## **Safety and Security**

For the safety of your child, once each session has started the outer door is locked to anyone who approaches from the outside and only unlocked again at the end of the session. Should you need to enter the playgroup during this time you can only do so by ringing the bell to attract staff who will let you in.

For security reasons children will only be released from the playgroup to their parents/carers whose details are on the admission forms. If you wish your child to be collected by someone else you must let the manager know before the session.

We ask all parents/carers using the car park to drive carefully and maintain close supervision of children in this area.

## **Payment**

Fees are due at the start of each half term. (Any other arrangements must be discussed with the manager). The playgroup receives government funding for eligible 3 and 4 year olds who are registered at the start of a term. This funding covers a maximum number of hours per week. If a child attends more than one setting and exceed this maximum, fees will be charged for the additional hours. We also accept children who are eligible for 2 year old funding via referrals from Health Visitors, Social Workers or Family Support Workers.

## **Attendance**

If your child is unwell we ask that you keep them at home and let us know that they will be absent from playgroup and the nature of the illness. If your child has sickness and/or diarrhoea they must stay at home for 48 hours after the symptoms have subsided to ensure the wellbeing of the other children in the playgroup. If your child becomes unwell at playgroup you will be contacted. Full fees are payable when your child is absent from playgroup for whatever reason.

## **Snack Time**

We provide the children with a healthy snack (usually fruit & vegetables) and a drink of milk or water. Please inform us of any food or milk allergies your child may have. If the children prepare food at playgroup this may be eaten as their snack. Water is constantly available for the children. We do not allow children to bring their own sweets into the playgroup, although some parents do provide a treat for all the children on their child's birthday. This would be taken home to eat.

We have gained our Healthy Smile award (at the highest grade of "Highly Commended") and hold all of the necessary food hygiene certificates.

## **Parental/Family Involvement**

Parents are the most important adults in a child's life and as such we aim to provide plenty of opportunities for parents to be involved at St. Andrew's Playgroup. We also have several events throughout the year to which all the family and friends are invited.

## Communication With Parents

Parents will be kept informed of activities, term dates etc. via a newsletter sent home each term (additional letters may also be necessary). Other items of importance and interest are displayed on the notice board so please be sure to check it regularly.

Staff share information relating to achievements and progress during regular consultations and are available at the start and end of every session for day-to-day feedback.

## Toilets

Most children who start at playgroup are able to use a toilet (this is not essential) but we appreciate accidents do happen, especially when children first start playgroup or toilet training.

We encourage all children to be independent in this area and tell us when they need to use the toilet but we also try to remind children throughout the session.

If children start the playgroup in nappies/pull-ups we ask that the parents provide the nappies/pull-ups necessary in a named bag.

## Clothing

As the children will be encouraged to explore and experiment with many different materials, including messy and wet ones, we ask that you dress your child in suitable clothing i.e. easily washable and not new. Simple clothing is also of benefit to help develop the children's independence of simple tasks such as going to the toilet.

Our aim is to use the garden area every session throughout the year so warm coats and wellies during the cold wet weather and sun hats during the summer are a good idea.

**Please name all their belongings.**

We have an optional uniform (a red polo shirt with the playgroup logo) which is available to purchase in a variety of sizes for £8.50 each.

## St. Vincent

We have set up links with a playgroup in St. Vincent. We exchange photographs, ideas and pictures with the playgroup which helps the children to get an idea of what children their own age do in a country very different from our own.

## Library

We run a library that allows children to borrow books, chatter boxes and story packs from the playgroup. We ask you to record the date and the book you wish to borrow in the library record book provided and remember to sign the items back in again when returning them.

## Settling your child

Beginning playgroup can be a difficult time for many children. We try to make this time as easy and relaxed as possible for both children and parents. We encourage parents to stay with their child for as long as necessary to reassure the child and say goodbye. Most children settle quickly once the parent is out of sight but please feel free to phone for reassurance. If, on the rare occasion, your child does become very distressed we will phone you. It is always a good idea, if possible, to visit the playgroup together before the time your child is due to start to familiarise them with the surroundings and the staff. Please call to arrange a mutually convenient time.

## Registration

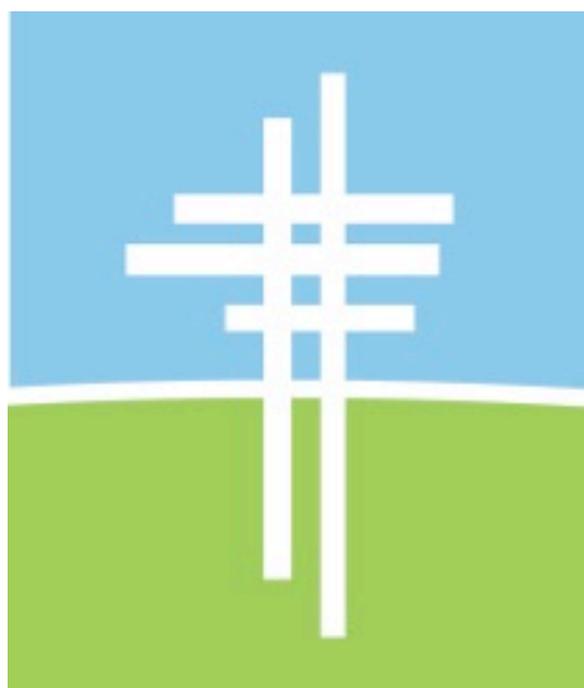
Should you decide that St. Andrew's is the right place for your child, please complete and return the attached form to :-

Susanne Smith  
St. Andrew's Church  
High Wycombe  
Bucks.  
HP13 7NJ

or return it to the playgroup during a session. Your child will be added to the waiting list and you will be contacted when a place becomes available.

If you require further information please do not hesitate to contact us - see inside the front cover for details.

**We look forward to welcoming your child to  
St. Andrew's Playgroup.**



**St. Andrew's Church**

St. Andrew's Playgroup