

Hempstead Pavilion Playgroup Ltd
Hempstead Playing Fields
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Early years prospectus

Welcome to Hempstead Pavilion Playgroup Ltd and thank you for expressing an interest in our setting.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to Hempstead Pavilion Playgroup, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Childcare Terms and Conditions for a full description of our services.

Our Mission Statement:

'We aim to provide a stimulating, safe environment to support children to become unique, confident, capable, independent individuals.'

Our setting aims to:

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

Children's development and learning

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers;
- has the chance to join in with other children and adults to live, play, work and learn together;

- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

The Early Years Foundation Stage

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2021):

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent through positive relationships.

Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

Prime Areas

Personal, social and emotional development.

Physical development.

Communication and language.

Specific Areas

Literacy.

Mathematics.

Understanding the world.

Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

The *Early Years Outcomes* (DfE 2013) guidance sets out the likely stages of progress a child makes along their progress towards the Early Learning Goals. Our setting has regard to these when we assess children and plan for their learning. Our programme supports children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

Self - Regulation

Managing Self

Building Relationships

Physical development

Gross motor skills

Fine motor skills

Communication and language

Listening, Attention and Understanding

Speaking.

Literacy

Comprehension

Word Reading

Writing

Mathematics

Numbers

Numerical Patterns

Understanding the world

People, Culture and Communities;

The Natural World

Past and Present

Expressive arts and design

Creating with Materials;

Being Imaginative and expressive.

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

playing and exploring - engagement;

active learning - motivation; and

creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

Assessment

We observe how young children are learning and developing by interacting closely with them. We use information that we gain from our observations, as well as from photographs or videos of the children, to monitor their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to their learning journey by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We create reports of children's achievement based on our on-going interactions with the children. These form part of children's records of achievement. We undertake these mid-year, as well as times of transition, such as when a child moves into a different preschool or when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Records of achievement

We keep a record of achievement for each child on our on-line system 'Tapestry'. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. Together, we will then decide on how to help your child to move on to the next stage.

Working together for your children

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteer parent helpers, where possible, to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

Opening Hours

Playgroup is open during term time only, Monday to Friday, 9am until 3.30 pm. This is broken down into the following Sessions:

AM Session 9am – 12pm (£16.00 per session)

Lunch Club 12pm-12.30pm (Extra charge of £3 per session)

PM Sessions 12.30pm – 3.30pm (£16.00 per session)

Wednesday and Friday afternoon sessions our school readiness sessions and are available for children aged 3 and 4yrs only.

Playgroup opens for 38 weeks a year; however, we do close for Staff Training Days (approximately 5 days per year) in order to keep staff knowledge and qualifications up to date.

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All of our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff;
- contributing to the progress check at age two;
- helping at sessions of the setting;
- sharing their own special interests with the children;
- helping to provide and look after the equipment and materials used in the children's play activities;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities, in which the setting takes part; and
- building friendships with other parents in the setting.

Key person and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she will help your child to settle and throughout your child's time at the setting, she will help your child to benefit from our activities.

Learning opportunities for adults

As well as gaining childcare qualifications, our take part in further training to help them to keep up-to date with thinking about early years care and education. We also keep up-to-date with best practice, as a member of the Pre-school Learning Alliance, through *Under 5* magazine and other publications produced by the Alliance. From time to time we hold learning events for parents. These usually look at how adults can help children to learn and develop in their early years.

The setting's timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom(s).

Snacks and Lunch Club (Lunch provided by parents)

We make snacks and meals a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will plan accordingly.

Clothing

We encourage messy play at our setting, every mark on an item of clothing is a story of the child having fun. Please do not send your child into school in items of clothing that you do not wish marked. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available upon request and can also be found on your Tapestry account under the documents tab.

Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Our staff and parents work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is:

Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]

- Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
- Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Special needs

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is Joanne Jarrett

The management of our setting

The setting is owned and governed by Joanne Jarrett (Playgroup Manager and Tracy Moodie (Business Manager)

Fees

The fees are £16.00 per session and £3 per lunch club session payable termly in advance. We also ask parents of non-funded children to contribute 50p per week, per child towards our healthy snack trolley. Funded children are charge a consumable charge of 50p per funded session, this is to cover (not inclusive to); contribution towards staff costs, rent, snack, wipes, new equipment etc.. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to Tracy Moodie who is the Business Manager or Joanne Jarrett who is our Playgroup Manager.

For your child to keep her/his place at our setting, you must pay the fees. We are in receipt of nursery education funding for two, three and four year olds; where funding is not received, then fees apply.

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting. Our policy on the Role of the Key Person and Settling-in is available from Joanne Jarrett or can be found on your Tapestry Account.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or questions.

ADDITIONAL NOTE DUE TO COVID-19

Our main priority is to keep the children, staff and families at our setting safe. We have a very strict cleaning regime at the setting and have invested in an industrial fogging machine. We use the fogging machine at the end of each day to disinfect the entire building and contents. Our Covid policy and procedure can be found on Tapestry. We constantly check the local infection rate and may change our policies if we feel that the level is high in our area and additional precautions are required.

From 16th August 2021 the Government guidance is that close contacts that have received both Vaccinations or any under 18's will not be required to self-isolate if they are deemed to be a close contact.

Track and Trace will only contact the setting once a positive case has been identified and if they class anyone at the setting as a close contact. We have been advised that it is highly unlikely, unless there is a local

outbreak, that educational setting will have to close or send numerous children home. However, they may identify close contact and ask for them to take a precautionary PCR test.

We feel that parents and staff should be made aware that there has been a positive case at the setting. Many people still have vulnerable people at home and this knowledge will allow them to make a personal judgement on the level of contact they have. We will therefore send out a standard email saying that there is a positive case at the setting and that the person and their family are now isolating (we **will not** disclose the name of the person who has tested positive).

The person that has tested positive will be contacted by Track and Trace.