

St Peter's Under 5s Playgroup

c/o St Peter's Catholic Primary School
Horton Road
Gloucester
GL1 3PY
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www.stpetersunderfives.co.uk

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Prospectus 2018/19



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PATA

Our playgroup is a member of Playgroup and Toddler Association in Gloucester (PATA). This means that all parents of our group are also members.

Free for 2, 3 and 4's Funding

All children are entitled to 15 hours free Nursery Education the term after their 3rd Birthday and some 2 year olds. The funding process is very easy, our Office Manager (Clare Coleman) will ask you to sign your Grant Form once your child is eligible and we do the rest. If your child attends more than one setting you must inform both settings how many hours your child attends. You may also have a shortfall in Funding if your child attends for more than 15 hours per week and you will be charged for the shortfall in funding.

30 hour - We also accept the 30 hour funding, this can be shared with another setting.

Current Fees

Until your child is eligible for funding you will have to pay fees.

Current Fees are £3.50 per hour

Invoices are issued at the start of each term and should be paid within 2 weeks of receipt. We understand that there may be difficulties in paying fees and can arrange for weekly payments if this is easier. Just speak to Clare Coleman our Office Manager. Failure to pay fees may result in your child being withdrawn from playgroup.

You must give 2 weeks notice if you wish to withdraw your child from playgroup.

Committee Members:

Chairperson : Becky Brown
Treasurer : Selina Allen
Secretary: Alex Jones

Playgroup Staff:

Playgroup Manager: Rhian Jackson
(CRB Checked, NVQ Level 5 Childcare and Education, First Aid, Child Protection, Designated Safe Guarding Lead, Prevent Trained)

Office Manager: Clare Coleman
(CRB Checked, Child Protection, Safer Recruitment, Deputy Safeguarding)

Deputy Manager: Gerry Harris
(CRB Checked, NVQ Level 2 & 3 in Childcare and Education, First Aid, Child Protection, SENCO)

Early Years Practitioner : Kath Norton
(CRB Checked, Level 3 in Childcare and Education, First Aid, Child Protection, EAL Lead)

Early Years Practitioner Leann Parsons
(CRB Checked, Working towards NVQ Level 3 Childcare and Education, First Aid, Child Protection, Food Hygiene)

Waiting List

At St Peter's Under 5s we try to ensure that places are allocated fairly. Our Office Manager, Clare Coleman holds a waiting list. If you have a younger child and would like their name added to the waiting list please complete a waiting list form, available from playgroup.

Medical Matters

As part of our Registration Form you will be asked to complete details of your child's doctor, vaccinations and any medical conditions or allergies that your child may have. If your child has a medical condition you may be asked to complete an additional form to confirm what actions need to be taken by our staff if required.

If your child has an accident at playgroup you will be asked to read and sign our accident book and a copy will be given to you.

Arrival and Collection

On arrival please wait outside the gate until a member of staff comes to collect you. Please accompany your child in to playgroup and sign them in. The children will also need to hang their coat on a peg and put their snack in their drawer or their lunch on the rack provided.

When collecting your child, please wait outside the gate until a member of staff comes to collect you.

Early Years Practitioner: Liz O'Donnell
(CRB Checked, NVQ Level 2 & 3 in Childcare and Education, First Aid, Child Protection)

Early Years Practitioner: Nicole Beard
(CRB Checked, NVQ Level 2 in Childcare and Education, First Aid, Child Protection)

Session Times

Monday 8.45am - 3pm - Pre School Session

Tuesday 8.45am - 11.45am - Pre School Session

Tuesday 12.30pm - 3.30pm - Rising 3's Session

Tuesday 8.45am - 3.30pm - Mixed Session

Wednesday 8.45am - 3pm - Pre School Session

Thursday 8.45am - 11.45am - Rising 3's Session

Thursday 12.30pm - 3.30pm - Pre School Session

Thursday 8.45am - 3.30pm - Rising 3's Session

Friday 11am - 3.30pm Mixed Session

Children's Drawers

Your child will also be allocated a drawer. They will be expected to put their snack for morning sessions in their drawer.

In their drawer there will be a folder with your child's name on it. Any correspondence will go in this folder as well as work that your child wants to bring home with them. Please check these folders each time you bring your child to playgroup.

Welcome

Welcome to St Peter's Under 5s Playgroup. The purpose of this prospectus is to give you some information about our playgroup and our aims. We hope that it will give you a flavour of what your child will experience at playgroup and some useful information on how our playgroup is run. If you would like to arrange a visit to our playgroup before your child starts please contact us on the playgroup phone number.

St Peter's is open to children from 2 years up to school entry. The playgroup has its own building next to St Peter's Catholic Primary School. We have a Playroom, a kitchen, a sensory room and a lovely garden area.

All of our staff have children of their own so understand the pressures of entertaining preschool children!

Aims of our Playgroup

Our main aim is to provide a clean, safe environment for your child to learn and develop through play. It's an ideal opportunity for your child to become more independent by being away from parents for a set time. It also provides an ideal opportunity to develop good social skills through interaction and play with other children and adults. Our aim is for playgroup to be fun, whilst still preparing your child for school life.

We are inspected by OFSTED at regular intervals.

Newsletters

We try to keep you up to date with termly newsletters and also have a notice board outside the playgroup to inform you about the activities your child will be doing at playgroup and any other notices that we may need to inform you about.

Fund Raising

St Peter's Under 5s is a registered charity. In order to run our group it is essential that we Fund Raise.

Playgroup Fees and Nursery Funding only cover some of the costs for running the group.

We have a number of Fund Raising events throughout the year, including coffee mornings, sponsored finds and a joint summer fun day with the school.

It is essential that we have parental support for these events.

If you have any Fund Raising ideas please speak to a member of the staff or committee who will be delighted to chat with you.

Penny Pots

One of our ongoing Fund Raising events is our Penny Pots. When your child starts playgroup you will be given a named penny pot, we would ask that you put some pennies in the pot and send it to playgroup with your child. Please do not feel that you have to send penny pots in every time your child comes to playgroup.

We raise approximately £400 from this simple fund raising

activity each year!

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Data Protection/GDPR

Please be advised that only key personnel hold electronic details of children attending our playgroup. Details include Child's name, date of birth, contact name (parent/carer), address, telephone number and days that your child attends our group. This is not contravening Data Protection and we assure you that the information will be securely disposed of when it is no longer needed and is stored in locked filing cabinets and on password protected laptop. We seek permission to hold these details when your child starts at our setting.

Policies and Procedures

We have numerous Policies and Procedures in Place which include Child Protection, Confidentiality, Complaints, Employing Staff etc, these are all available to read at playgroup and we hope to have them on our Website very soon. These policies are all reviewed annually.

Special Educational Needs

We have a dedicated SENCO within our group and she works hard to ensure that all staff are up to date with any requirements for children within our group who have Special Educational Needs.

We have good relationships with outside agencies and work alongside Speech Therapists, Health Visitors etc.

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Snacks & Lunch Boxes

Morning Sessions - Your child will need to bring a healthy snack for morning sessions, this can be fruit or vegetables, in a named container that will fit in their drawer.

Afternoon Sessions - your child will need to bring a lunch box, please do not send in sweets or chocolate. Please do not send cartons of drink, if the children don't drink it all it ends up all over the lunch box. Please put a cool pack in the lunch box.

The aim of both of the above is to help the children when they move on to school.

All day Sessions - Fruit snack and Lunch box is required.

Water

We feel that it is important that children have access to water at all times and water is available at all sessions for children to help themselves.

Playgroup T Shirts/Sweatshirts and Fleece

The children are often playing with sand, water, paint and glue etc, so please do not send them to playgroup in their best clothes. We do always try to ensure that they have aprons on but this does not stop paint etc getting on to clothes.

We do sell the following items with our playgroup logo on:-

T Shirts - £5.00

Sweatshirts - £9.00

Fleece - £12.50

A T Shirt will be given to you when you first start; this is

included in the £10 Registration Fee.

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Parking

Please note that parents are not allowed to drive on to the school site or park in the car park, even if only to drop off or pick up. There is a 30 minute parking bay on Horton Road which is usually empty at lunchtimes.

Web Site www.stpetersunderfives.co.uk

We have a Website which will give you all the latest information, including newsletters, and information on forthcoming events .

Face book: We also have a Face Book page that will keep you updated, please request to join the St Peter's Under 5s page and our office manager will confirm your request once your child is registered. You will need to answer some questions before you can join the group. Please note this is a Closed Group.

Committee

We are a community playgroup and are run by a Committee of parent volunteers. If you feel able to give your time to attend Committee Meetings and help with fund raising we would be very glad to hear from you. Please speak to any member of staff.

Collection of Children

If you are not collecting your child, please make a staff member aware of who will be collecting them and also write down their

name in the collections book in reception.

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Extended Services

We also run a Breakfast Club from 7.15am each morning and an After School Club each evening once school finishes, children over the age of 3 years are welcome to attend at an extra cost. For more details please ask a member of staff.

Moving on to School

We would like to point out that although we have close links with St Peter's Catholic Primary School and our preschool children go over to the school for story times, attending our playgroup does not in any way guarantee your child will get a place when it is time for them to move on to school.

Our friendly team of staff are always on hand to make your experience a positive one and we all take this opportunity to wish you a happy and fun time here with us at St. Peter's Under 5's.

