

# Warwick Community Playschool



## Important Information

The Bungalow, Dulle Avenue, Wellingborough, NN8 2PS

01933 279266

[jo@warwickplayschool.co.uk](mailto:jo@warwickplayschool.co.uk) or [warwickplayschool@hotmail.co.uk](mailto:warwickplayschool@hotmail.co.uk)

[www.warwickplayschool.co.uk](http://www.warwickplayschool.co.uk)

# Welcome to Warwick Community Playschool

At Warwick Community Playschool, we aim to provide a fun, safe and secure environment for children to learn. We also welcome families to become a part of the learning community.

Our core values, beliefs and aims are:

- ★ To support children to have independent minds and to be confident in their own skins.
- ★ To encourage children to explore first hand...**getting very messy!**
- ★ To enable children to be positive, happy and enthusiastic.
- ★ To provide opportunities for children to 'have a go', to be inquisitive about their world and to be involved in their time in the playschool.
- ★ To encourage children to show independence in their care and build the foundations for a healthy future.

★ To ensure that children feel loved, welcomed and accepted within our setting.

★ To give children the opportunity to be free to be children and enjoy the excitement of childhood.


We also hold the Protective Behaviours core principles in very high regard. They are:





We encourage children to explore learning first hand. This involves getting messy and taking risks.




## Our Team



At Warwick Community Playschool we are very fortunate to have a fantastic staff team. They are:



**Nikki Thomson** -Committee Chair, Well-Being and Supervision Lead



**Joanna Ludlam** - Manager and Designated Person for Safeguarding (Masters, BA (hons) Early Years Education and Early Years Teacher Status)



**Nickie Anniwell** - Deputy Manager and Inclusion Manager (Level 3)



**Amy Franks** - Room Leader (Level 3)



**Katie Wagstaff** - Room Leader (Level 4)



**Louisa Pentelow**- Room Leader (Level 3)



**Jen Day** - Playschool Practitioner (Level 4)




**Kelly Brown** - Designated Person for Safeguarding and Practitioner (Level 3)




**Gemma Simonds, Natacha Wrigley, Saffron Patel, Courtney Johnson,**




**Laura Glinkowska** - Playschool Practitioner (Level 3)



**Kerry Nimmo, Vari Strathern** - Playschool Practitioner (Level 2)



**Keri Bounds, Rae Sessions** - Playschool Support



**Karen Howard** - Bank Staff, Lunch Club and garden specialist (Level 3)



**Laura Jolley, Emily Anniwell, Kata Galgoczi, Rhiannon Hills** - Support Staff, lunch club



**Stevie Minter, Sophia Pentelow** - 1:1 Support




**Carol Tapp** - Well-being support




**Bob Pickering** - Health and Safety Lead, 'Bob the Builder'.




**Claire Goulden** - Cleaner









We also welcome volunteers and students into the setting.



### Committee



The playschool is supported by a committee and follows a constitution set by the Charity Commission. The committee is an opportunity to share the successes of the playschool and to discuss further ideas for support. The committee is open to any current family member to join. We have meetings regularly, which are an opportunity for discussions about the continuing success of the playschool. If you would like to join, speak to a member of the team. The playschool cannot run without family members supporting the committee.



# Starting at the Playschool

Before your child starts with us, there is some important information about preparing for those first few sessions.

## Uniform

There is a playschool uniform available to order, however this is not compulsory. We offer a uniform so that children are free to get messy without damaging other clothes. Our uniform will be available from Tesco. The link is: <https://myclothing.com/> We also use My Nametags for labels. The link is [www.MyNametags.com](http://www.MyNametags.com) using the school ID 49959.

As a part of our health and safety policy we ask that children do not wear Crocs or flip flops and hooped/dangling earrings.

## What to bring

We ask that children come to the playschool dressed appropriately for the weather. We encourage exploration which means that the children get messy! We will try our best to let you know if your child has been changed, why this is. It would be really useful if you could **provide and name:**

- Spare clothes (including underwear and shoes)
- Wellington boots
- A coat
- Hat, scarf and gloves in the winter
- Sun hat and sun cream in the summer
- Nappies and wipes (if your child needs them)
- Comforter (if your child needs one)

We ask that children do not bring toys from home because we wouldn't want them to get lost or broken.

Your child will have their own peg if you would like to leave things at playschool.



## Settling in

We follow the children's needs when helping them to settle in. We offer visits to the playschool and home visits before starting playschool. At Warwick Community Playschool we put a very strong emphasis on settling in and we ask that a parent or carer stays until children are comfortable within the playschool.

Our aim is to settle children at their own pace - when children are ready to move away from their parents, we will encourage and support this. We have found that in the long run, this means more settled and happier children - and parents!

We ask that parents say goodbye to children before they leave. This supports the child to understand that you will come back, rather than the panic that can arise if their special person has left them. Children may cry when you return, this is a normal display of emotion; they are pleased to see you!

Our aim is to build up strong attachments and for children to trust us during their time with us. We want their time at playschool to be happy 😊

We want to be sure that each child feels confident about being at playschool and being looked after by her or his key person. We also want you to be confident and happy about leaving your child with us.

We will ask you to complete a registration form and All About Me so that we know all about your child.

Further information is available in our policy, if you would like a copy of this, please ask a member of staff.

For a child to stay on a full session they must:

- ★ Be happy and confident with saying goodbye to you
- ★ Happy to stay with a member of our team
- ★ If they are toilet trained, they must be confident to ask or take themselves to the toilet or happy to let their key person change them.

Our team will help you gauge when your child is ready for this.





## Key Person

At Warwick Community Playschool, our belief is that a key person is a vital part of our work with families. We believe that a key person should have the opportunity to build a relationship with a family. It is a professional relationship that has a direct emotional significance for your child. Our key person system supports attachment theory, giving children a 'secure base' to explore their new surroundings from when family members aren't here.

We allocate a key person to the child before they come into the playschool so that the child has a familiar face to greet them when they come into the playschool. The key person is available to support your child and family throughout your child's time at playschool. Where possible, we keep siblings with the same key person, so that families have a strong relationship within the playschool. We also operate a buddy system so that if the key person is not available, your child and family will have someone familiar to approach.

Your key person will be responsible for any personal care needs, medical needs, emotional support and also ensuring all curriculum and learning needs are being met.

## Fees and Funding

Invoices are sent out half termly. We ask that fees are paid on a regular basis so that there is no disruption to a child's place.

Fees are paid for all sessions that your child is booked into. **Days off sick and time taken off during term time for holidays are still charged for.** The playschool will not charge for any days that it closes.



### **Schedule of fees**

Hourly Rate	£ 4.50
Lunch Club (with lunch from home)	£3.50 (availability dependent)
Lunch club (with lunch provided)	£6.00 (availability dependent, <b>must be paid in advance</b> )

### *Other charges:*

Early arrival/late collection fee of £3.50 per additional 15 minutes.

Additional hours above the funding allocation/booked sessions are charged at our hourly rate.

Late payment charge: we charge 5% late fee for any overdue fees owing at the end of each week.

*Bills must be paid for by the invoice date. If there are any concerns with this, please speak to a member of the management team. The playschool will do their best to support with payment plans. However, any unpaid bills after 2 weeks (that have not been discussed with the management team) will have any paid sessions suspended. If the bill remains unpaid after 4 weeks, all sessions may be suspended and a debt collection agency will be employed (BFL Solutions).*

**Our fees may increase in September 2020.**

Fees can be paid either by childcare vouchers (please speak to the manager in advance about this), bank transfer or in cash.

### **Funding**

All children are funded by the Government a term after their third birthday and are entitled to 15 hours a week funded childcare. We also offer two year funded places and will need an eligibility code. There is an eligibility checker on the Northamptonshire County Council two year funding page.

We also offer the 30 hours funding which will require proof of eligibility.

There is also a lunch club which is charged for in advance.

Further information can be found at:

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/free-childcare.aspx>

## Life in the Playschool

The playschool is split into three age groups. The Butterfly Room offers care for children aged 12 months to two years, as well as parenting groups. The Ladybirds are children aged 2 to 3 years 11 months. The Sunflowers are children aged 3 to 4 years 11 months. We aim to follow the school year so that children remain with their peers throughout their learning journey. Each room is free flow, so that children can move around the different areas of their learning environment. The children also have opportunities to mix between age groups.

We offer two sessions or full days. The morning session runs from 8.50am until 11.50am and the afternoon session runs from 12.40pm until 3.40pm. All rooms have their own routines based on the children's needs and to ensure the children have access to the full curriculum. The routines include group time, free play, snack time and tidy up time.

We offer the 30 hours funding to our children who are over 3 (places dependent). The children will be asked to bring a packed lunch or we can provide a lunch at an additional cost during their full days. We also have the opportunity for children to sleep if they are tired.

### Snack

At Warwick Community Playschool, we offer a healthy snack of fruit or vegetable sticks as well as another option, such as toast, fromage frais or breadsticks. We also offer milk and water to drink, with water being available throughout the session. We appreciate donations towards snack so that we can offer a fantastic variety. If you would like to donate food for snack, please ensure that these have no nuts or nut products due to allergies.









The children help us to prepare snack and staff are available to encourage discussion about being healthy during snack time. This is an important part of our curriculum.


















## Attendance





 In line with the requirement of the Early Years Funding guidelines, we ask  that any absence is reported to the playschool, this includes a reason for  the absence. We will telephone parents if a child has been absent for two  or more days without contacting the playschool. We also have the  WARWICKCOMMUNITY app. This has an absence reporting function on it. 



## Collection

 We ask that family members fill out the collection section of the  registration form in as much detail as possible. Children can only be  collected by people over 16 years old. Staff will let children leave with a  familiar adult if we know that they are collecting and have the family  password. If we have any concerns, then a member of the team will contact  you. Please could you tell us if there are any changes to your collection  pattern so that we can ensure your child is safe. 

 **We are very strict with our collection policy therefore it is important**  **for your child's safety that you inform staff if anyone other than**  **yourself is going to collect your child. That person must have the**  **password.** 

 Please contact the playschool if you are going to be late collecting. If you  are late collecting your child, we reserve the right to charge a late  collection fee. This is at the discretion of the management team. 



# Curriculum



We strongly believe that children learn best through play and first hand experiences. Our environment is set up to ensure that children have the opportunity to explore their interests and that adults are available to promote learning through interactions with the children.

We follow the Early Years Foundation Stage (EYFS) Curriculum. The EYFS is the foundation for future learning. The areas of learning are split into prime and specific areas. These prime areas are those most essential for your child's healthy

development and future learning. The areas of learning are:

## Prime

Personal, Social and Emotional Development

Communication and Language

Physical Development

## Specific

Mathematics

Understanding of the World

Literacy

Expressive Arts and Design.

As a team, we observe children on a regular basis and monitor their progress. This is completed by using online software known as 'Blossom'. We are able to take photos and add comments about children. Family members also have access to this and can share photos and comments with us.

## ***We have focus children...NOT focus activities***

As parents and carers, you will be asked to join us on 'Family Friday' to discuss your child when they are the focus for the week.

The cycle of observation, assessment, planning is carried out on a moment-by-moment basis. We aim to have approximately 2-4 named 'focus' children per session each week in each room.



The **planning sheets** are blank at the start of the week. They are filled up gradually during the week. All adults contribute to these sheets.

The adult goes to the child. The child is **NOT** called to come to the adult.

We work this way because high-level involvement occurs in child-initiated activity.

We will monitor the children's learning throughout the year.

**Our curriculum encourages children to take risks and engage in very messy play!** We do not insist on children wearing aprons.

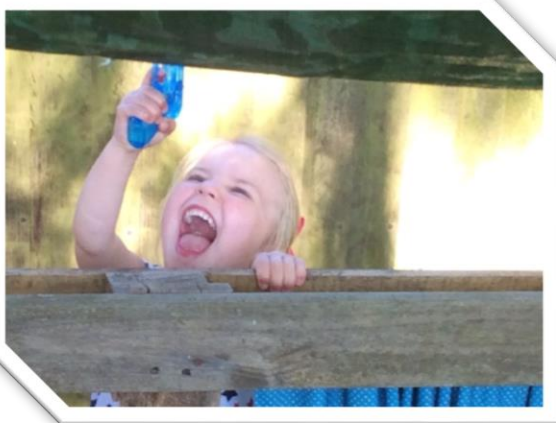
All children will be given the opportunity to play outside throughout most of the day whatever the weather. It is important that you dress your child for school appropriately: warm clothes and waterproof coat when it's cold and wet; sun hat and sun cream when it's sunny.

Children get wet, muddy and messy when they play outside. We provide protective clothing for them to wear, including wellington boots, although you can provide these things for your child if you wish. We teach children how to minimise how messy they get and they do get better at this as they get older, but it's part of their learning and development - you can't expect them not to get messed up playing in mud.

We will not compromise on allowing children to play outdoors as we believe it to be an essential component of young children's learning and development.

Children must be allowed to experience the world around them in a full, messy, muddy, wet environment if they are to make useful meaning of it.

Getting wet does not cause us to catch a cold. If the cold virus is around, we will pick it up regardless of whether we are wet or dry.





# Being Healthy and Being Safe



## Toileting



At Warwick Community Playschool we have the facilities to support children at all stages of toileting. We ask that the key person is aware of any preferences or routines for your child. The key person or buddy will support your child with their toileting needs. Sometimes children have accidents, even if they are fully toilet trained. Please could children bring spare clothes just in case. We do have some spare clothes if your child does need them, we ask that they are washed and returned back to us. We encourage the children to be independent in their own self care needs when it is developmentally appropriate for them.

## Accidents



Children in the early years are naturally inquisitive which sometimes means a bump or bruise. There are always first aiders on site to ensure children are well cared for if there is an accident. We will ask the person who collects to sign an accident form, or for any serious accidents we will contact a parent immediately. We also log any accidents that may have happened outside of the setting on 'pre-existing injury' forms. Please do not worry if the team ask you questions about an injury, it is policy to do this for every child.

## Behaviour



Warwick Community Playschool has a behaviour policy in place. We aim to support each individual's right to learn and to celebrate successes. We work with children to understand their feelings and ways to manage behaviour.



The playschool promotes a culture of equality and does not tolerate any form of discrimination or bullying



We ask that anyone entering the playschool uses language that is appropriate for an early years setting.




The setting has a code of conduct which is provided in each family pack and is displayed throughout the playschool. We expect all visitors, family members and staff to abide by this. This creates a supportive atmosphere for the children where they can feel safe and respected.







## Medicine

 Our medicine policy sets out guidance for playschool staff to give children who are in our care medication. We will only administer prescribed medicine that has the child's name on, is in the original container and is in date. We ask that if you child has not had the prescribed medication before; they remain at home until they have taken it for 48 hours. We ask family members to sign for medication in the medicine book. We may also ask family members to complete an Individual Care Plan. We may only administer Calpol or other such pain relief if it has been prescribed or if your child's temperature becomes too high.

## Illness

 If a child falls ill in our care, we will contact a family member to come and collect them. After episodes of sickness and diarrhoea, we ask that your child is kept at home for 48 hours after the final episode. We have a copy of the *Infection Control in Schools and Other Childcare Settings* in the office, which we refer to for exclusion periods on diagnosed illnesses. We reserve the right to refuse entrance to the playschool to a child who we feel is not well enough to attend the session. Our current policy states the following exclusion times for common treatments and illnesses:





Illness/Treatment	Exclusion Time
Antibiotics	First 48 hours at home (in case of an allergic reaction)
Eye drops	First 48 hours at home (in case of an allergic reaction)
Injections	First 24 hours at home (in case of an allergic reaction)
MMR	First 48 hours at home (in case of an allergic reaction)
Diarrhoea and vomiting	Children must be kept at home during the episode and can return to playschool 48 hours after the last episode.
Temperature	If a child is sent home ill, the child must be kept at home for 24 hours.











 We reserve the right to refuse entry to any child we feel is not well enough to be in the setting.









































 Health and Safety 





 In the interest of health and safety, we ask that children's jewellery is   
 limited to stud earrings, however we prefer that no jewellery is worn. 







 We are committed to protecting our children. We teach safety as a part of   
 our curriculum. We encourage children to manage their own safety during   
 play. Our ethos allows children to explore risky play, such as using real   
 tools, cooking over fire and climbing. The children are supported to manage   
 their own risk assessment. 

 We also encourage children to talk to adults about their concerns. We   
 follow the Protective Behaviours, Theraplay® and Emotion Coaching   
 principles. You may notice the 'Inside Out' characters dotted around the   
 setting, these support us to talk   
 about different emotions. 

 On occasions, where there are   
 concerns for a child's welfare,   
 we may need to consult with   
 outside agencies. If any   
 concerns arise, we will work   
 with the family to support them   
 through this process. We will   
 endeavour to inform a family of   
 this decision face to face. The   
 staff are here to support all family members. We follow the guidance from   
 the Northants Safeguarding Children's Board. 

 In line with our safeguarding policy, we ask that mobile phones are not used   
 within the setting. 

 Warwick Community Playschool operates a strict no smoking policy within the   
 grounds and building. 

 When dropping off and collecting children, please do not walk under the car   
 park barrier. We also ask that if you drive to the playschool, that you   
 respect the people who live near to us by not blocking their driveways. 



## Working with families

Families are a child's most important educator; this is a statement that we hold at the heart of our practice.

### Planning and observation

Our planning cycle involves input from family members. We will ask you to either come in on Family Friday or complete a form for us to use as a part of our focus week on your child. You will be asked about what is happening at home, anything exciting that is coming up and have an opportunity to discuss any questions you may have about learning.

We also ask that you share observations from home on Blossom. You can download the "Blossom Parents" app. This gives you access to your child's learning journey. To access this, please provide the team with the email address you would like to have linked to the account. You can have more than one family member signed up.

There is a star or wow area for families to share achievements with the playschool team so that we can share in your celebrations.

### Family Sessions

We welcome families in once a week to talk about learning, share ideas, join in with play and look at learning journeys. We also ask focus families to come in during focus weeks to share information linked to planning. From September 2020 we aim to run some family learning programmes and children's groups.

### Keeping in touch with playschool

We currently use Facebook ([www.facebook.com/warwickplayschool](http://www.facebook.com/warwickplayschool)), our website ([www.warwickplayschool.co.uk](http://www.warwickplayschool.co.uk)) and our WARWICKCOMMUNITY app (downloadable from the app store) to stay in touch on the internet. We also use notice boards and put messages on room doors.



## Outings and Visits

As a part of your welcome pack, you will be asked to fill out a consent form that gives us consent to take your child on local trips. These may include a walk to the shop, exploring the school site, a trip to the pond or a walk in the environment.

If we are going any further afield, we will send out separate consent forms.



We enrich our curriculum with visits into the setting from people with different animals, different skills (eg baking) and different occupations. We have had visits from the fire brigade and the police to talk about how we keep safe.





## Complaints, Celebrations and Comments

If, at any point, you have any concerns or complaints about anything related to the playschool, please contact the playschool manager, Jo, who will support you to be heard and reach a manageable outcome. Our policy is on our website.



Equally, we really enjoy hearing compliments and celebrations about our setting and the team. These can be shared on our Facebook page, parent questionnaires and on our family boards.

We also have comments and suggestion boxes in each room. This may be for activities, resources...anything that you feel would benefit our setting.

We look forward to welcoming you into our setting and we hope that this information is useful. If you have any further questions, please do not hesitate to contact the playschool team.

[jo@warwickplayschool.co.uk](mailto:jo@warwickplayschool.co.uk)

(01933 279266)



# My Notes Page

