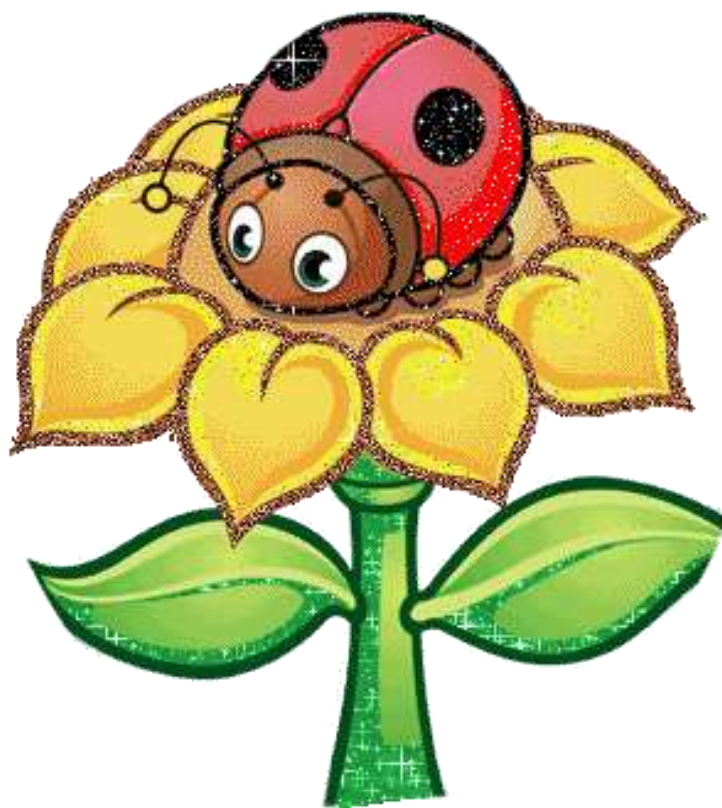


Warwick Community Playschool



Information Pack

C/O Warwick Primary School, Dulley Avenue, Wellingborough, NN8 2PS

01933 279266

warwickplayschool@warwickprimary.net

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. We aim to:

- ★ Support children to have independent minds and to be confident in their own skins.

- ★ Enable children to be positive, happy and enthusiastic.

- ★ Provide opportunities for children to 'have a go', to be inquisitive about their world and to be involved in their time in the playschool.

- ★ Encourage children to show independence in their care and build the foundations for a healthy future.

- ★ Allow children to feel loved, welcomed and accepted within our setting.

- ★ Allow children to be free to be children and enjoy the excitement of childhood.

- ★ We all have the right to feel safe all the time.

- ★ We can talk with someone about anything, even if it feels awful or small.



Our Team

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

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

Nickie Anniwell - Deputy Manager and Inclusion Manager (NVQ Level Three)

Sonia Amato - Third in Charge (NVQ Level 3)

Rachel Giles - Playschool Practitioner and Designated Person for Safeguarding (NVQ Level Three)

Jen Day - Playschool Practitioner (NVQ Level Four)

Lucy Benford - Playschool Practitioner (NVQ Level Three)

Louisa Pentelow - Playschool Apprentice



Macauley Wilmot - Playschool Apprentice

Ciara Rugg - Playschool Apprentice



 Lisa Young - Bank Staff





 Karen Howard - Bank Staff

 We welcome volunteers and students into the setting, so there may be
 different faces from time to time.







Life in the Playschool

 The playschool is split into two age
 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. The morning session runs from 8.50am until 11.50am
 and the afternoon session runs from 12.40pm until 3.40pm. Both the
 Ladybirds and Sunflowers 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.

Settling in

 Attached to this booklet is an information sheet about our settling in policy.
 We follow the children's needs when helping them to settle in. 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. 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. 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.



Key Person

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. 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.

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 'Tapestry'. We are able to film, take photos and add comments about children. Family members also have access to this and can share video, photos and comments with us. We plan for development based around children's interests and their next stage of learning. You will be invited to parents days to talk to your child's key person, however, staff are always on hand to discuss your child.

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. The cost for uniform with the Warwick Playschool logo is:

Jumpers
£8.60



Polo Shirts
£6.50

What to bring

We ask that children come to the playschool dressed appropriately for the weather. We promote learning through a variety of activities which can be messy. We will do our best to ensure that your child stays clean, however they may still get messy! We will try our best to let you know if your child has got messy during their play. 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.



Fees



For the current cost of a place at Warwick Community Playschool, please ask one of the team for a copy of the pricing policy.



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. The playschool will not charge for any days that it closes. Days off sick and time taken off during term time for holidays are still charged for.



Funding



All children are funded by the Government a term after their third birthday and are entitled to 15 hours a week free 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.



Further information can be found at:



<http://www.northamptonshire.gov.uk/en/councilservices/children/early-learning-childcare/pages/free-childcare-for-2-year-olds.aspx>



<http://www.northamptonshire.gov.uk/en/councilservices/children/early-learning-childcare/pages/funded-childcare-places-for-3-and-4-year-olds.aspx>





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.



Working with families



Families are a child's most important educator; this is a statement that we hold at the heart of our practice. We appreciate the help of family members during sessions and we offer open days throughout the year where family members can come and play. We also offer Rhymetime sessions where family members can come and take part in music and movement sessions. There is a star board for families to share achievements with the playschool team so that we can share in your celebrations. We will keep in touch through newsletters, the registration table and our Facebook page. Family members can also share observations of their children on Tapestry.



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. **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.

Outings and Visits

We enrich our curriculum through trips, such as to West Lodge Rural Centre. We also go out into the local environment and the school grounds. A consent form will be given to you in your registration pack.

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.

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.



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 your 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.



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.

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.

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. We also encourage children to talk to adults about their concerns.

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 always inform a family of this decision face to face.

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.

Complaints

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.

Committee

The playschool is supported by a committee and follows a constitution set by the Pre-School Learning Alliance. 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.

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

