

Hingham Playgroup Prospectus



Where your child
will grow and flourish



2011

20 Hardingham Street, Hingham, Norfolk, NR9 4JB
Tel: 01953 850820
Registered Charity Number - 1027819

WELCOME

Willkommen

Valkommen

Bienvenidos

Marhaban

Kalos

Orisate

Walcome

Croeso

Yo Koso

Bun Veni

Bitaemo

Tervetuloa

Benvenuto

Bienvenue

Swaagatam

Fa'ilte

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819



Hingham Playgroup



20 Hardingham Street,
Hingham,
Norwich,
Norfolk,
NR9 4JB.

Dear Parent/carer,

Thank you for showing an interest in Hingham Playgroup.

It is very important to all of us Hingham Playgroup, that we meet all of your child's needs. We hope this information will be the first steps to an understanding of our group.

I have enclosed a form to place your child on our waiting list, until such a time as you require your child to start, or when we have space for your child to start. Also enclosed is a registration form to be completed and brought when your child starts playgroup. Along with this is a profile for information not included on the registration form and a bubbles sheet for you and your child to complete. These allow us some insights to your child's needs and interests.

If you have any questions or queries please feel free to contact me.
I look forward to meeting you and your child soon.

Yours truly,

Nicola Hindle - Leading Practitioner

Contact - 01953 850820 (Lincoln Hall), 01953 851690 (home)

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

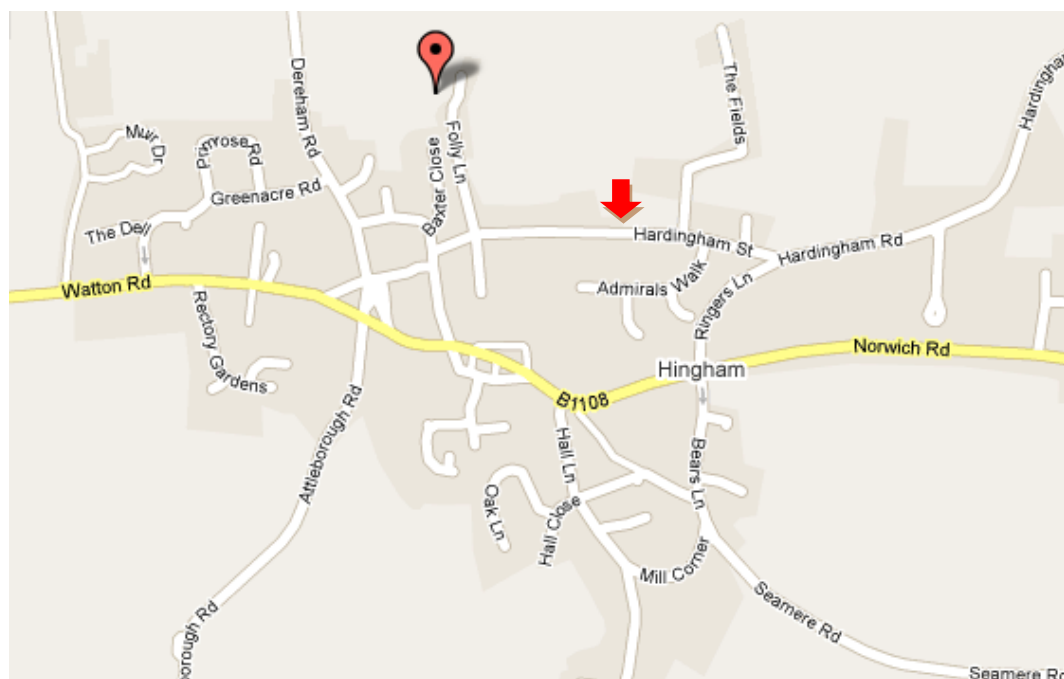
Registered Charity Number - 1027819



Hingham Playgroup



You Can Find Us Here



Hingham Playgroup
(Behind Hingham Primary School)
20 Hardingham Street
Hingham
Norfolk
NR9 4JB

Tel: 01953 850820



20 Hardingham Street, Hingham, Norfolk, NR9 4JB
Tel: 01953 850820
Registered Charity Number - 1027819



Hingham Playgroup



Thank you for showing an interest in Hingham Playgroup. On behalf of the staff and committee, may we welcome you and your child. We are a happy and caring playgroup and hope that your child will have an enjoyable time with us.

The intention of this prospectus is to introduce you to the way in which we work and provide an insight into the day to day running of the group.

Learning can and should be fun, here at Hingham Playgroup we aim to mix plenty of creative, imaginative and physical play with more specific skills involved in preparation for your child's further education.

If you have any questions about the prospectus or any other aspect of the group, please do not hesitate to approach the Leading Practitioner, a staff member or myself.

Annie Farmer

Chairperson

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819



AIMS AND OBJECTIVES OF THE GROUP



As you may have noticed our logo depicts caterpillars, butterflies and the motto '*where your child will grow and flourish.*'

In nature caterpillars develop at their own rate and become butterflies of all different shapes, colours and sizes. These butterflies go out into the world and follow their own path.

At Hingham Playgroup we believe in creating an environment in which all children can grow and develop. We aim to offer opportunities and support to enable each child to discover their hidden talents and abilities. Through our understanding of each child we aim to give each child the opportunity to '*grow and flourish*' during their time at playgroup, creating the beginning of their journey through life.

We as a group aim to ensure that we:

- ✓ Learn through play.
- ✓ Offer a wide range of stimulating activities/ experiences.
- ✓ We will work closely with parents / carers as the child's main educators.
- ✓ Ensure that your child feels secure and valued.
- ✓ Continue to develop learning based on what they already know and can do, to his or her ability.
- ✓ Offer opportunities to play independently and engage in planned activities.
- ✓ Opportunity to initiate games based on their own interests.
- ✓ Continue to regularly update our training and skills to ensuring we deliver the best learning opportunities, and to keep up with changing government legislation and policies.

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819

Hingham Playgroup

Hingham playgroup has been established over 30 years and has recently moved to its own dedicated building. Its home is in an environmentally designed Finnish log cabin. This building has been designed for the use of pre-school aged children, fixtures and fittings, such as sinks and toilets are low level to allow children to be independent in using them. We have under floor heating so children have a warm surface to play on and do not come into contact with heaters.

Playgroup has a fantastic free flow system for the outside area, children are able to access the garden or use the veranda if weather is wet.

Being situated on school site allows us to form strong bonds with the school and make transitions to starting school easier for the children.

How to find playgroup: Our building is situated on Hingham Primary School's site. On the right hand side of Hingham school there is an access road for staff, you need to walk down this road to the rear of the school building and across the staff car park to our building, the log cabin. (You can't miss it!!)

PLEASE NOTE: approaching our new building involves walking down a road and across a car park. The safety of your child is paramount, so we ask you to ensure your child's safety at all times and keep them with you. Cars will at times use this road and car park.

Parking: there is NO PARKING outside the playgroup building for parents except for blue badge holders. (Drop off and collection only) You will need to park in the layby opposite the school or along Hardingham Street and walk on foot to playgroup. We ask when parking you do not block resident's drives.

Buggy Park: we have a dedicated area for buggies and prams outside the building. This will hopefully minimise the congestion within the lobby. We also ask you use this space to store your child's scooters, bikes and prams which they bring with them.



20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819

The Day to Running of the Group

Admissions

We will accept children from the age of 2 yrs. We recommend children attend at least two sessions per week (subject to availability); although we happily accept children who wish to do only one session per week.

We recommend parents/carers who wish to increase their children sessions in the future to use the waiting list to records their requirements. (This does not guarantee you a space)

Children who wear nappies are welcome at the playgroup.

Attendance

On arrival at playgroup, we ask that you wait in the foyer until 9.15 am when the doors are opened. There is a cloakroom for the children's coats and bags.

Your child will have a name card on the board in the foyer, we ask you to help your child find their own name card. This is then handed to the staff member taking the register.

At the end of the session we would also like to ask you to wait in the foyer until the Leading practitioner calls your child's name.

N.B. If you have arranged for someone else to collect your child from playgroup, this must be confirmed in writing and handed to the Leading Practitioner that morning. Forms are available at the register table. Your child will not be allowed to leave the playgroup with anyone other than the parent/carer or named person over 16 years old.

In case of an emergency arising, you may telephone the playgroup staff on 01953 850820 during the session to inform them of any changes. If someone not known to the playgroup staff will be collecting your child they will be asked for identification and a password.

Child Protection

All staff are trained in Child Protection awareness. Staff are subject to Criminal Record Bureau (CRB) checks to ensure their suitability to work with young children.

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819

We have 2 in-house Child Protection Officer (CPO) - Nicola Hindle and Paula Willmott in setting. If you have any concerns regarding the safeguarding of children, please speak to the CPO. If you feel unable to talk to staff, information about reporting suspicions is displayed on the notice board in the lobby.

Committee and Constitution

As a constituted playgroup, an elected committee of parents and carers manage the group. We hold our AGM in July and everyone is welcome to stand for election. Hingham playgroup is a registered charity and as such acts in accordance with the charity commission laws.

Dress Code - please can you name everything

Please can you dress your child in sensible clothing and footwear; this includes clothing sensible for the weather conditions (e.g. sun hats and sunscreen in the summer). Please ensure your child has appropriate outdoor clothing at all times as we will be using the outside area throughout the year.

We encourage the children to be as independent as they wish. Bearing this in mind please could you send your child into playgroup on clothes they are able to undo and do up. (E.g. dungarees)

We have a dedicated garden and within the building, carpeted areas. To ensure your children have a clean hygienic place to play, we have decided to follow the lead of other settings and introduce an outdoor/indoor shoe policy. We ask that you bring a pair of suitable indoor shoes to each session for your child to change into before they come into playgroup. These need to be non-slip, but can be slippers (not slipper socks), crocs, canvas shoes, black plimsolls (which they will need for school) etc. Outdoor shoes can then be paced in the outdoor coat rack inside the main play room when you come in. This means children will be able to change footwear for going outside and coming in, a useful skill to learn in preparation for school.

FLIMSY FOOTWEAR IS NOT ACCEPTABLE. Please remember your child will be taking part in indoor and outdoor play including climbing and running.

Please also provide a named change of clothing at all times as we offer a wide range of wet and messy play activities. Please put your child's name on any outdoor clothing and bags.

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819

If your child wears earrings please ensure that they are suitable for physical play, studs would be preferable. WE CANNOT ACCEPT ANY RESPONSIBITLITY FOR ANY INCIDENTS THAT MAY OCCUR.

Equal Opportunities

Every effort is made to ensure that all children attending the playgroup have an equal opportunity to play and learn within the group. For further details please see our Equal Opportunities policy.

Fees

The fees are currently £2.75 per hour. All fees must be paid in **ADVANCE** in weekly instalments, half termly or in full. If this could prove difficult for you please speak to either the chairperson or leading practitioner to find a more suitable special arrangement.

You are required to give one months' notice in writing if you wish to remove your child permanently. If you do not give notice you will be liable for any fees incurred whilst a place is being held for your child.

You will still be charged if your child does not attend agreed sessions due to short-term illness or holidays. Exceptions will be made when a child is sick for more than two weeks concurrently.

Fire Procedures

We carry out fire drills half termly; details are available in the emergency policy and the fire drill record book. In the event of a fire or other emergency procedure, the children will assemble in the playgroup garden or on the front car park. On a wet day they will be taken to either Hingham Primary School's outdoor classroom or Hingham Surgery, Hardingham Street.. Parents/carers will then be contacted.

Early Years Foundation Stage (EYFS)

In September 2008 the new EYFS document was introduced nationwide to early year's settings. This document is aimed to meet the needs of children from birth through to the end of the reception year at school.

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819

Following this document ensures we offer all our children a provision that is safe and which will help them to thrive whilst attending our setting.

Using the guidance this document offers, we can observe the children in our setting and plan to provide them with activities and experiences which will help them achieve and develop. This is a shared process and we encourage parents/carers to become involved in recording observations they have made of their child's development and interests.

Full Day Care

Hingham playgroup offers sessions through the week for your child to attend. We can offer up to three afternoons to create full days, but this does depend on demand.

Parents/carers are requested to provide a healthy and nutritious packed lunch, as part of our "Healthy eating" awareness, in a named lunch box if you wish your child to participate in lunch time sessions.

OPENING TIMES

	Morning session	Full Day (Including lunchtime)	Afternoon sessions (Subject to demand)
Monday	9.15 - 12.15	9.15 - 3.00	12.30 - 3.00pm
Tuesday	9.15 - 12.15	N/A	
Wednesday	9.15 -12.15	9.15 - 3.00	12.30 - 3.00pm
Thursday	9.15 -12.15	N/A	
Friday	9.15 - 12.15	9.15 - 3.00	12.30 - 3.00pm

The playgroup is open during school term only at present

Funding (Nursery Education Grant - NEG)

We offer Government funding to eligible children.

Children are entitled to 15 funded hours per week, from the term after their third birthday for 38 weeks per year.

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819

We are regularly inspected by O.F.S.T.E.D (June 2009) to ensure we meet the standards necessary to accept funding.

Health

Children should not attend playgroup if suffering from a heavy cold, stomach upset or sickness. **PLEASE NOTE THAT THERE IS AN EXCLUSION PERIOD OF 48 HRS AFTER THE LAST SYMPTOMS OF SICKNESS OR DIARRHOEA.** A list of infectious illnesses and their exclusion period can be found on the notice board. Parents and carers will be notified if an infectious disease or infestation is in playgroup.

Key Persons

Within playgroup a "**Key persons**" system is in practice. This links a particular member of staff to a group of children ensuring that their needs are met as fully as possible.

All children work to their full potential and at no time will progress be held back. For more information on how the key persons system operates please ask a member of staff.

Playgroup's Building

The building complies with environmental health, fire and health and safety regulations.

Ofsted

From September 2001, a new Early Years Directorate at OFSTED became the new regulators of providers for children under eight. Therefore we will have to meet the new Welfare Requirements. This new body has replaced the Registration standards supplied by Social Services. All providers and child-minders will have to meet Welfare Requirements, which are published by the Department for Education and Skills (DfES). OFSTED will register and inspect against these Requirements. We work hard to ensure we meet all the Welfare Requirements in our setting.

Our last combined inspection took place in June 2009.

Outdoor Play

The children will have the opportunity to play outside in all weather conditions. Activities such as sand and water play, physical activities and games are provided in our enclosed garden at the rear and side of the log cabin. This area is totally secure. We do ask that in the summer your child brings a sun hat and wears sunscreen and in winter comes with appropriate outdoor clothing to keep warm.

Parent/carer Rota

At present we do not operate a parent/carer rota, but we are always happy to have parent helpers. If you wish to stay and help for a session please see a member of staff.

Coming in and helping during the session is a great opportunity to see how we run and what your child achieves during play.

During the year we try to hold various outings within the village, which we often request parent support. Please see white boards for these events. We also hold termly 'stay and play' sessions for parents and siblings to attend, to allow everyone the opportunity to come in and join their child at playgroup.

Parental Involvement

We hope parents/carers will become involved in many ways.

Within their children's development by sharing with us things they do and achieve outside setting. These are then added to the child's 'playgroup story', a record of their development and achievements whilst they are at playgroup.

Fundraising; committee work; donating; fruit; cheese and crackers, these are ways you can help. You may also be asked to supply raffle and other prizes. This is essential to ensure that the group continues to be a success.

Other contributions can be made by parents who wish to come into the group either to talk about their jobs, family or other interests, to read to the children or to cook a traditional or ethnic recipe.

As the main educator of your child, we appreciate any advice, help, contributions and ideas you can give us. We encourage parents to discuss their child's progress with the leading practitioner or child's key person any day between 9.00 am to 9.15 am.

We also hold 'meet your key person' sessions and open play weeks to talk about your child's development.

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819

We produce written progress reports in July, and hold parent/carer evenings/afternoons in July, along with termly progress reports. All child development profiles (playgroup stories) for the Early Years Foundation Stage can be made available to parent/carers on request.

School Links

During the summer term before your child starts school, the children meet on an afternoon at Hingham Primary School with the reception teacher Mrs. Parker. (This is restricted to children who will be attending Hingham Primary School only) If your child is due to start a primary school other than Hingham school, please inform the leading practitioner who will help you gain access to information on the school your child will attend.

Settling-In

The settling in period is assessed on each child's individual needs. We work closely with the parents/carer and the child to cause as little upset and distress as possible to both parties. We use a variety of methods as part of settling in, and these will be discussed with parents individually and in a suitable format found for each child, based on parent's knowledge and staff input.

Special educational Needs

We make every effort to meet the needs of any children within the group who may have special educational needs. We maintain close links with the Early Years Network and Norfolk Social Services. We also have our own Special Educational Needs Co-ordinator (SENCO) - Paula Willmott - working within the group. For further information please see our Special Educational needs policy.

Visitors and Outings

We try to arrange visits out of setting each term, into the local community. We feel that our local environment offers great learning opportunities for the children. These outings involve assistance from parents to enable us to take the children out.

We also aim to arrange visits which relate to the children's interests. Over the last years we have been on nature walks, to the library, visited the local building site and allotments and been to the park for a picnic.

20 Hardingham Street, Hingham, Norfolk, NR9 4JB
Tel: 01953 850820
Registered Charity Number - 1027819

We have regular visits from the librarian who reads to the children and from our dance teacher, who does music and movement with the children. We also had a visit by a digger from the local building site, tractors, combine harvesters and various animals, including a pony, chickens, lambs and week old gosling.

20 Hardingham Street, Hingham, Norfolk, NR9 4JB
Tel: 01953 850820
Registered Charity Number - 1027819



Hingham Playgroup



The Playgroup staff

Leading Practitioner:

Qualifications: Level 4

Nicola Hindle

Certificate in Early Years Practice
City & Guilds community care certificate
NNEB English Speaking Board
Cued Speech for the Deaf
First aid
Child protection
Certificate in personal development
Assessment and the foundation stage Profile
Developing observation skills in the foundation
Stage
Planning in the foundation stage
Bridge to music workshop
Risk assessment
Management training
Managing Children's Behavior
Birth to three
Food safety
Fire safety
Early Years Foundation Stage

Assistant Leading Practitioner:

Qualifications: level 4

Paula Willmott

Certificate in Early Years Practice
Diploma in preschool practice
Introduction to preschool practice
Equal opportunities
First aid
Child protection
Risk assessment
Managing Children's Behavior
Fire Safety
Early Years Foundation stage

Assistant Practitioner:

Qualifications:

Claire Wiltshire

Child protection
Health and Safety
Early Years Foundation Stage

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819

Assistant Practitioner:

Qualifications: level 4

Alison Austin

Certificate in Early Years Practice
City & Guilds-Practical Caring Skills
Child protection
Introduction to child minding
First aid
Outdoor play in early years
Risk assessment
Birth to three matters introduction
Birth to three matters the four aspects
Understanding & improving behavior
Planning & observation for birth to three
NVQ level 3
Fire Safety
Early Years foundation Stage

Assistant Practitioner:

Qualifications: level 3

Emma Gardner

BTEC National Diploma in Childhood Studies



Hingham Playgroup



Hingham Preschool Playgroup Mission Statement

Partnership with parents

We welcome parent's suggestions and comments. If you wish to express your satisfaction with the group, please see the Chairperson or Leading Practitioner, who would value your comments. When or if, you are dissatisfied please follow the same procedure as above. We value comments, complaints and praise within the group, to help us offer you a quality practice.

Staff commitment to training

The playgroup staff continues to be committed to extending their knowledge, experience, skills and qualifications. To achieve this, all staff regularly updates training, through training programs and higher education when available. Staff undergo yearly appraisals to analysis their personal development.

Staff: Leading Practitioner	-	Nicola Hindle
Assistant leading practitioner	-	Paula Willmott
Assistants	-	Claire Wiltshire
	-	Alison Austin
	-	Emma Gardner

Committee

As a charity, a committee organizes the playgroup. The committee is there to help with problems as well as fundraising and daily committee duties.

Other useful support networks

OFSTED (office for standards in education) - 0300 123 1231

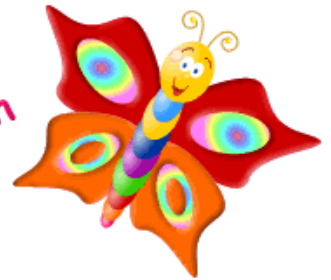
20 Hardingham Street, Hingham, Norfolk, NR9 4JB
Tel: 01953 850820
Registered Charity Number - 1027819

We hope you and your child will enjoy joining us at

**Hingham
Playgroup**



Where your child
will grow and flourish



Contact Details

Hingham Playgroup	01953 850820
Nicola Hindle (Leading Practitioner)	01953 851690
Annie Farmer (Chairperson)	01953 851830

20 Hardingham Street, Hingham, Norfolk, NR9 4JB
Tel: 01953 850820
Registered Charity Number - 1027819



Hingham Playgroup



Policies and Procedures

- Admissions and settling
- Aims and objectives
- Accident and Incidents
- Arrivals and departures
- Animals in setting
- Behaviour management
- Bullying
- Celebrations
- Children Sleeping
- Collection of children
- Complaints
- Confidentiality
- Curriculum
- CRB storage & handling
- Data Protection
- Difficult fund
- Emergency closure
- Equipment
- Equal opportunities
- Fees, Payments and NEG
- Fire safety
- Financial management
- Health and Hygiene
- Health and Safety
- HIV and Aids
- Intruder
- Inclusion
- Jury Service
- Key Worker
- Learning and Development
- Meals, snacks & healthy eating
- Medication admissions
- Mission Statement
- Missing child
- Nappy and Potty Training
- Outdoor Play
- Outings
- Packed lunch
- Parent partnerships
- Pandemic Flu Outbreak
- Record keeping
- Recruitment and personnel
- Recruitment
- Recruitment of Ex-offenders
- Risk Taking in Play
- Safe handling of children
- Safeguarding children and Child protection
- Security
- Sick children
- Smoking, alcohol & drugs
- Special educational needs
- Staffing
- Staff Appraisal
- Staff Paid Compassionate leave
- Staff Unpaid Compassionate leave
- Staff Unpaid Emergency Leave
- Staff holidays
- Staff illness
- Staff Induction
- Students, work placements & Volunteers
- Transport and vehicles
- Uncollected child
- Visitors

20 Hardingham Street, Hingham, Norfolk, NR9 4JB

Tel: 01953 850820

Registered Charity Number - 1027819



Hingham Playgroup



Waiting list details

Thank you for asking to put your child on our waiting list for spaces. Please note that the information from this form is used to give us guidance on children waiting for spaces. By filling in this form you **ARE NOT GUARENTEED** spaces at the time you request. Spaces are allocated; subject to availability; and in cases of over subscription, following the criteria as laid out in our admissions policy. For more information on our admissions policy, please see the policy folder in the playgroup lobby, or request a copy from Nicola (leading practitioner) or Annie (chairperson).

Childs name male/female

Parent contact: Mr/Mrs/Miss/Ms

Date of Birth

Address

.....

Phone number

Ideal start date (N.B. children may start once two years old)

Any preference on sessions? Please tick.

Mondayam Full day

Tuesday

Wednesday am Full day

Thursday

FridayamFull day

N.B. This is for our guidance only, no guarantees are given.

I look forward to contacting you shortly before your child has a place at playgroup. Please do not hesitate to contact me if you have any questions or queries.

Nicola Hindle
Leading Practitioner

20 Hardingham Street, Hingham, Norfolk, NR9 4JB
Tel: 01953 850820, Registered Charity Number- 1027819