



Wilford Village Playgroup

Parents' guide

Group – Caterpillars – Room 1.



About us

Wilford Village Playgroup is a registered charity, offering Pre-School provision for children aged 2- 5 years.

The Pre-School aims to provide a safe, warm, caring and stimulating environment for children to learn, explore and develop through play.

Our team brings a wealth of knowledge and experience to guide the children's learning and development to ensure they are reaching their full potential and prepare them for their next stage of learning.

Based in the Old School building in Wilford Village in the grounds of South Wilford Endowed Church of England Primary School, Wilford Village Playgroup was rated 'Good' in all areas by Ofsted (Nov 2019).

The curriculum

We follow the Early Years Foundation Stage (EYFS) framework which is designed to cover 7 areas of learning.

It consists of 3 prime areas which are:

Personal, Social and Emotional development
Communication and Language development
Physical development

These 3 areas are the most important areas from birth and build the foundations for the child's future learning.

There are also 4 specific areas which are:

Literacy
Mathematics
Understanding the World
Expressive arts and design

Activities

Our continuous provision is carefully planned with resources and equipment for the children to explore freely. It enables children to learn skills, challenge their thinking and help them to embed concepts. And provides opportunity for a variety of learning conversations between the adults and children, with rich opportunities for modelling and extending speech and vocabulary.

Practitioners consider the individual needs, interests, and stage of development for each individual child, and use this information to plan a challenging and enjoyable experiences.

Childcare software

From September 2021 we will be using EYLog to record children's development, share photos, assessments, planning and communicate with you as parents.

Once your child is registered on the system you will receive an email to create an account. Please could you check that all the details are correct and if there are any changes needed, please let us know.

The system will also give you the opportunity to share learning experiences, and photos from home.

We will also be using the management software, which will cater for the Playgroups invoicing and communications.

I have attached the parent guide to this email for your information.

Sessions

Wilford Village Playgroup is a term time only setting. Term dates and inset days will be emailed to you, and these can also be found on our website.

Opening times are as follows-

Monday - 9:00-12:00

Tuesday - 9:00-3:15

Wednesday - 9:00-12:00

Thursday - 9:00-3:15

Friday - 9:00-12:00

On full days our session times are-

Morning - 9:00-12:00

Afternoon - 12:15-3:15

Full day - 9:00-3:15

Fees

Our fees are as follows-

Morning - £13

Afternoon - £13

Full day - £22

We also accept funding for 2, 3 & 4 year olds, and accept 30 hours funded childcare.

Funding can be used in 3-hour blocks.

Morning – 3 hours funded

Afternoon – 3 hours funded

Full day – 6 hours funded

You can find information about applying for funding or financial help towards the cost of childcare on the Government's childcare choices website www.childcarechoices.gov.uk/how-to-use-tax-free-childcare

Invoices will now be sent via EYLog. These will be issued at the beginning of each month, to be paid by the end of each month. There may be a slight delay in September while we transition over to the new system.

Management

Kirsty

Job share Manager (Mornings)



Natalie

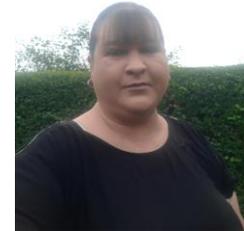
Job share Manager (Afternoons)



Room 1 – Caterpillar staff

Tracey

Room Supervisor



Room 1 – Caterpillars staff

Lynne

Pre-School Practitioner



Room 1 – Caterpillars staff

Jessica p

Pre-School Practitioner



All children will be allocated a key person who will play a vital role in your child's time at Playgroup. The key person will support the child's emotional wellbeing and to help meet their individual needs while they are in our care.

You will be sent a getting to know your child's key person document separate to this document.

Room 2 – Butterflies staff

Rebecca

Deputy Manager/Room Supervisor



Kim

Pre-School Practitioner (Afternoons)



Room 2 – Butterflies staff

Jessica R

Pre-School Practitioner (Mornings)



Drop off and pick up

Sessions start at 9:00am for the morning and 12:15pm for the afternoon.

Please arrive on time. Please don't arrive too early to avoid congestion.

Drop off and collection is through the gate on the street front, the entrance to the play area.

Children can enter independently ready to explore the outdoors. If your child is unsettled you are welcome to come into the play area to settle them, but we advise this time to be limited.

Sessions finish at 12:00pm for the morning and 3:15pm for the afternoon.

Please allow for all the children to be collected before speaking with a member of staff.

A member of staff will remain at the gate after collection if you wish to speak to someone.

Where you will drop off and collect



Use the gate at the entrance to the play area, off the street front.

Room 1 – Caterpillars



The Outdoors



Snack

We provide the children with a mid-morning snack. The children sit down in key groups for snack with their key person.

A snack menu will be shared with you via EYLog.

The children are given a carbohydrate item with fruit.
E.g., Toast, Fruit bread, Bagel, Banana, apple, Oranges.

Children are also given milk or if they prefer water.

Fresh drinking water is also available throughout the day for children to help themselves to.

Mealtimes

If your child attends a full day or afternoon session, please bring them with a packed lunch in a lunch box.

We follow the 5532 healthy guide to eating, which will also be shared with you to give you information on what to provide in your child's packed lunch.

Please ensure you inform us of your child's dietary requirements and allergies.

We take care not to provide food containing nuts or nut products due to allergies.

- Please ensure perishable contents of packed lunches contain an ice pack to keep food cool.
- We have no facilities to microwave cooked food brought from home.
- Please provide sandwiches with a healthy filling, fruit, and milk-based deserts, such as yoghurt or crème fraiche.
- We discourage sweet drinks, water or diluted fresh fruit juice is preferred.
- We discourage packed lunch's that consist largely of crisps, processed foods, sweet drinks, and sweet products such as cakes or biscuits. We reserve the right to return this food to the parent as a last resort

How much your child has eaten will be recorded on EYLog.

Sleeping

If your child requires a sleep during the session, we will accommodate this and where possible follow their normal routine.

Mattresses will be placed in a quiet area, with their own bed sheet and blanket. These will be laundered at Playgroup once a week or when needed.

Children are individually monitored and checked every 10 minutes while sleeping to ensure their safety.

You are welcome to bring in your child's comforters if needed, which will be kept in their bags until sleep time.

The children not sleeping will take part in some quiet activities.

Our safety measures

We have updated our risk assessment in line with the current government guidance and have a written outbreak management plan outlining what we would do if children or staff test positive for Covid-19, or how we would operate if we were advised to take extra measures to help break chains of transmission. Given the detrimental impact that the restrictions on education can have on children, any measures reintroduced will be for the shortest amount of time possible.

Face coverings

Face coverings are no longer required unless entering the Playgroup.

Hand washing

We will support the children to wash their hands regularly, for 20 secs, whilst singing our hand washing song.

We will ensure hand washing is done-

- When entering playgroup
- After sneezing or coughing
- Before and after snack
- After going to the toilet

We will also support children to use hand sanitiser when entering through the gates and exiting.

Cleaning

We will be undertaking regular cleaning procedures throughout the session to minimise the risk of any germs spreading.

Regularly touched surfaces will be cleaned throughout the session, and at the end.

A cleaning schedule is in place for all toys and equipment.

Personal hygiene

Children will be encouraged to cough or sneeze in a tissue, and supported to dispose of the tissue correctly, before washing their hands. We will promote catch it, bin it, kill it.

Children will be encouraged not to touch their mouth, nose, and eyes.

Ventilation

When the setting is in operation it is important that we ensure it is well ventilated and that a comfortable environment is maintained.

Please bare this in mind and dress the children accordingly. E.g., when the weather starts to get cooler, they may need a vest and jumper.

Outbreak

In the event of an outbreak, we will liaise with PHE England and follow their advice. The following measures may be introduced –

Children's groups should not mix.

Toys and equipment should not be mixed between groups.

Sand will be removed during an outbreak.

Malleable materials reduced to individual use during an outbreak.

Outdoor equipment should be cleaned in between groups using it.

Increase in cleaning of toys and equipment as well as soft toys.

Public health might advise that face coverings should temporarily be worn

Possible advice to limit –

Open days

Parents on site

Performances indoors

Possible advice to limit attendance as a last resort but consider the following –

High quality remote education provided

Vulnerable children, and children of critical workers to attend their normal booking patterns

Children that become unwell

If your child or anybody in your household becomes unwell, with a continuous cough, temperature or loss of taste and smell, then the unwell person will need to isolate for 10 days, until a test is taken, and a result is confirmed.

If a child becomes unwell at playgroup, they will be isolated sensitively in the reception area, with an auntie and away from others. Parents will be contacted immediately to collect. Please ensure we have up to date contact numbers.

If symptoms of coronavirus are being experienced, tests can be booked online through the NHS website, or ordered by phone via NHS 119 for those without internet access.

If you receive a positive result for Covid-19, NHS Test and Trace will work with you to identify close contacts.

Parents must comply with track and trace and be prepared to provide details of anyone who they have been in close contact with.

Stay at home

If your child is unwell, please keep them at home. Please inform playgroup if your child is not attending playgroup, if no call is made, we will contact you.

If your child is unwell and has had Calpol, please keep them off.

If you have travelled abroad, please ensure you adhere to the travel legislation, details of which are set out in red, amber, and green list rules for entering England.

Persons on site

Parents are more than welcome to enter Playgroup. This will be limited to small numbers and for short periods.

Parents/visitors are asked to wear a face covering if entering the Playgroup.

Visits for new children will take place outdoors or parents can also sit in the reception area. Parents are welcome in the room during visits.

If you have not had the opportunity to see inside the Playgroup, please arrange this with the Playgroup Manager.

To ensure you see a better picture of Playgroup we will-

- Hold stay and play sessions
- Share weekly activities on EYLog/Facebook
- A member of staff will be available after collection if you wish to talk to someone

Important information

Please bring your child with a named bag, with a spare pair of clothes daily. Please also provide appropriate clothing dependent on the weather e.g., wellingtons, waterproofs, sun hat.

If your child requires comforters, please bring them in their bag.

Please ensure your child's belongings are labelled.

Playgroup contact details

If you wish to speak to a member of staff, please contact through telephone or email.

Phone - 01159455463

Mobile – 07846121012

Email – manager@wilfordvillageplaygroup.co.uk

(Please note the new email address.)