



PROSPECTUS

Longford

Pre-School Playgroup

129 High Street

Newport

Shropshire

TF10 7BH

Telephone: 01952 810280

Registered Charity No:1023440

## WELCOME TO OUR PLAYGROUP

On behalf of all the staff and the committee members. I would like to welcome all parents, carers and their children to Longford Playgroup. Every child deserves the best possible start in life and the support to fulfil their potential. Our Playgroup provides a secure, safe and happy setting for children to make the most of their abilities and talents as they grow up.

Collectively we have over 25 years experience in early years teaching. This means we are well placed to organise the sessions that cover the seven areas of learning and development within the Early Years Foundation Stage (EYFS). We aim to provide a balance of child initiated and adult led activities.

Our Playgroup, in common with all settings is regularly visited by the Inspection Registration Unit (Ofsted). We are pleased to have achieved a GOOD report on our childcare provision in December 2014.

## OUR MISSION

“To provide quality childcare for each individual child. We aim to provide a happy, safe and stimulating environment in order for each child to reach their full potential”

Lisa Elmer  
(Manager)



## COMMITTEE OF LONGFORD PLAYGROUP

The Management of the playgroup is run by an elected committee, made up in the majority of parents, who ensure that all the major decision making is in the hands of the people that use the group. They are responsible for reviewing policies and practises, and for the employment and appraisal of members of staff.

It is made up of three officers, Chairperson, Secretary and Treasurer, and up to nine other members. Three other members can be co-opted, but the majority of 60 per cent should be parents of children in playgroup. Any committee member can be elected for ten consecutive years at our A.G.M. in May.

There are no formal qualifications required, just ideas and suggestions to help with the very necessary fundraising events organised throughout the year. The meetings are held monthly and this often provides parents with the first direct opportunity to be involved socially with other parents within playgroup. We hope you will consider joining our committee, as we are always looking for new members.

Any other interested non-members of playgroup who would like to be associated with the committee or playgroup can pay a small annual subscription (the amount of which is set by the committee) and are welcome to join.

Longford Playgroup is a Registered Charity, registered with the charities commission in our own right under the Children's Act of 1989.

This charity is registered in the name of "The Management Committee of Longford", and as such they are responsible for the administration and monies of the playgroup.

Our building is owned by the Boughey Trust who we pay rent to on a weekly basis. All other commodities and bills are the playgroups responsibility.

## STAFF MEMBERS

There are five members of staff working at Longford playgroup. They are employed by the committee to manage the day-to-day running of the playgroup. All staff hold a relevant First Aid certificate.

Manager	Lisa Elmer	BA (Hons) Early Years Leadership
Deputy	Tora Pryce	CACHE Level 3
Playgroup Assistants	Jane Stiles Carolyn Young Cerys Geary	Pre-School Diploma Level 3 Certificate of Education BA (Hons) Early Childhood Studies

Our playgroup is a member of the Pre-school Learning Alliance, who provides support and information on a regular basis. Ongoing staff training is available to playgroup through courses organised between the Alliance and the Telford and Wrekin Early Years Scheme.

The Adult – Child ratio is as follows: -

2 yrs – 3 yrs	1 – 4 children
3 yrs – 5 yrs	1 – 8 children

Any outings from playgroup will always be undertaken with a ratio of 1 – 2 children. During any session there will always be a Supervisor/Leader and a qualified “First Aid” person on duty.

N.B. Our policy regarding staff and employment is available on request.

## SESSION TIMES

Mornings            9.15 - 12.15 pm

Children can bring in a packed lunch and stay until 1.15pm for an extra charge of £3.00 per day.

## EARLY YEARS PARTNERSHIP

Our playgroup is part of the Telford and Wrekin Early Years Development and Childcare Partnership. This enables children to qualify for a grant funded place, in the term after they are 3.

As all the eligible children are entitled to 5 x 3 hour sessions this gives parents the freedom of choice to use their remaining funded places at other settings if they wish.

## TALKING TWOS

The government has issued new criteria for eligibility for free nursery places for two year olds. If you have a toddler who is or will soon be two and want to find out if you are eligible for a free place please ask a member of staff for more information.

Fees for all younger children who do not qualify for grant funding are: £10.00 per session. This will apply until the term after their 3<sup>rd</sup> birthday when they will become eligible for grant funding. Lunch fees are £3.00 per day.

Fees for all other sessions/days when children do not use their funded places will be £10.00.

**Payment is weekly on the first day of child's session. But can be termly, half termly, or monthly in advance. Payment can be made by cash, cheque or transfer direct to the bank. Our bank details are: Lloyds TSB Bank, High Street Newport. Sort Code: 30-96-02 Acc: 00247030- Please put the child's name as the reference.**

**Please advise us if you experience any difficulties with payment of your fees, as early as possible as we are always willing to discuss alternative arrangements.**

Please try to be on time to collect your child from playgroup. The time immediately after session is used by the staff to assess the progress of the children in their care and/or prepare for the following day. If you are going to be late, please phone us to let us know or charges may apply.

## ADMISSIONS POLICY

Our pre-school offers learning experiences for children over the age of 2 years and below school age. The setting is open to all members of the community. We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of colour, ethnicity, religion or social background, such as being a member of a travelling community or an asylum seeker.

We do not discriminate against a child with a disability or refuse a child entry to our setting because of any disability or educational needs.

## EARLY YEARS FOUNDATION STAGE

The EYFS will be the stage your child is at when they attend Longford, and up until the end of their Reception Year at school, between the ages of 2-5 years. Under the EYFS framework the staff work with our children, and their families to support their development and learning. To keep your child safe and cared for with shared information to ensure that your child achieves the most that they can during the early years of their lives.



## KEY PERSON

Throughout your child's time at playgroup a member of staff will be assigned as their key person. A key person develops a genuine bond, offers a close relationship and talks to parents to ensure their child is being cared for appropriately, with careful recording of the child's development and progress.

A record of your child's development is kept in playgroup and is regularly reviewed.

All information regarding your child is strictly confidential and each term your child's key person will arrange a meeting for you to discuss your child's progress.



## HOME LINK BOOK

Each child is provided with a blue home link book, it enables us to fill you in on your child's day and any events we feel would be beneficial to you. These books are also for you to write in, to inform us of any important news or information.

## SETTLING IN POLICY & PROCEDURE

Because we want your child to feel safe and happy in your absence we try to accomplish this by assessing each child's individual needs. We work closely with the parent/carer, we use a variety of methods on part of settling-in, and these will be discussed with parents individually and a suitable format found for each child, based on parents' knowledge and staff input.

## WORKING WITH PARENTS

Parents are the first educators of their young children. We recognise that building good relationships with parents is very important, both in the education of your child and in the running of playgroup. We actively encourage parents to become involved in joining the committee, taking part in fund raising events, parent rota and participating in of termly topics.

## CHILD PROTECTION PLAYGROUP STATEMENT

At this pre-school we recognise that your child is your responsibility and concern. We want to work in partnership with you, and we will share successes with you, and discuss with you any concerns we may have. Since our first priority is your child's welfare, there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. All procedures to be confidential and confined to only those concerned. Our Full Policy concerning child protection is presented in its entirety and always available at Playgroup.

***Our Designated Safeguarding Leads are LISA ELMER and TORA PRYCE and our committee member is CHARLOTTE INGRAM***

***Useful contact numbers:-***

***Social Service Initial Assessment Team – 01952 385700***

***Telford & Wrekin Police Family Protection – 08547 444888***

***Family Connect Safeguarding Advisor – Monday-Friday 9am-5pm:  
01952 385385***

***Children will not be allowed to leave Playgroup with anyone other than those designated in your registration form or a named person in an emergency.***

## COMPLAINTS PROCEDURE

We welcome parents and families to discuss any aspect of playgroup provision, and are always available to give prompt attention to any anxieties or concerns. If any problem is unresolved at the initial stages, a full statement on the complaints procedure is always available at playgroup.

***Details and address of the Inspection Registration Unit (OFSTED) is displayed on our Playgroup notice board.***

## **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.

## **SPECIAL EDUCATIONAL NEEDS**

We aim to recognise the wide range of special needs of all children in our community and to provide the relevant learning opportunities in liaison with parents, and specialist advisors. Part of the playgroup policy is to make sure that the provision meets the needs of each individual child, we take into account any additional need which a child may have. A more detailed statement on this policy is available on request. **Our SENDCO is TORA PRYCE.**

## **BEHAVIOUR MANAGEMENT**

It is our belief that children and adults alike flourish in an ordered environment where everyone knows what is expected of them. We encourage children to develop their play and learning, without fear of being hurt or hindered by anyone else.

To achieve this we aim to create situations where children develop self-esteem and self-discipline in an atmosphere of mutual respect and encouragement.

All types of misbehaviour will be dealt with immediately and with regard to the specific circumstances.

**Please note** where there is a need for a hospital or doctor's emergency visit and the parent or carer is unable to be contacted, a senior staff member will always accompany the child concerned until the parent/carer is available.

**A full set of the playgroup's policies and procedures are available in playgroup or on our website [www.longfordplaygroup.co.uk](http://www.longfordplaygroup.co.uk)**



**LONGFORD PLAYGROUP REGISTRATION FORM**  
**Please complete and hand to a member of staff**

Family name: .....

Child's full name: .....

Date of Birth: .....

Parent's names: .....

Address: .....Postcode.....

.....

Home Tel. No: .....Mobile No: .....

Work Tel. No: ..... E-Mail .....

Emergency contact name: .....

Telephone No. of above: .....

Second emergency contact name: .....

Telephone No. of above: .....

Please provide us with a pass word for anyone that is collecting your child that we have not meet before.....

Named person who will collect your child from playgroup in normal circumstances: .....

If different address & telephone number from above please specify:  
.....

***If in any circumstances someone other than the above will be collecting your child the parent/carer must inform Playgroup of that named person on that day***

Has your child been immunised against (please tick)

Diphtheria ..... Tetanus ..... Whooping Cough .....

Polio ..... Measles ..... Meningitis .....

Family Doctor: ..... Tel. No: .....

Family Dentist: ..... Tel. No: .....

Names and ages of other children in family: .....

.....

Does your child need any special care?

.....

Does your child have any allergies? .....

Would you agree to your child being taken on occasional pre-arranged visits during playgroup sessions? .....

We would be grateful if you could let us know if your child cannot attend their playgroup session.

Please note in the event of evacuation the point of contact is the car park behind Verona's Restaurant next to playgroup.

In the event of the necessity for any Emergency Medical advice or treatment please could you advise if you have any specific cultural or religious beliefs you would like us to know about.

Should the need arise for a child to be taken to a Doctor or Hospital the parent, or carer, will be informed to enable them to accompany the child for treatment. If contact is not possible, a member of staff will always be present during the journey and will stay with the child if any treatment is necessary until the parent or carer arrives.

Please sign below to confirm you agree to your child being given emergency treatment within the setting or at a Doctors or Hospital environment.

Signed ..... Date .....

At Playgroup photographs may be taken of your child whilst doing activities, the photographer from the local newspaper also may wish to take photographs e.g. when we are covering a particular topic. We may also put photographs on our website. Please sign below to allow these photographs to be taken and used.

Signed..... Date .....

I, the parent/carer of: ..... have read and understood the policies and conditions of this playgroup.

Signed: .....Date: .....

For office use only: Start Date.....  
Mon (lunch), Tues (lunch), Weds (lunch), Thurs (lunch) Fri (lunch)