

EAST LEAKE PRE-SCHOOL PLAYGROUP



Prospectus

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www.eastleakepreschoolplaygroup.btck.co.uk

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Member of



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Welcome

Welcome to East Leake Pre-School Playgroup. We are a small, friendly playgroup based in the heart of East Leake. Playgroup has a long history in the village having been established in 1965. In 2010, we moved to the newly-refurbished Old School, which is part of the Sure Start Children's Centre and is located next to Brookside Primary School. We have a dedicated room and secure playground, equipped with a wide range of resources.



Playgroup offers a safe, stimulating environment for pre-school children aged 2 - 5 years old. With a maximum of 19 children per session (with one place reserved for emergencies), statutory ratios are not only met, but often exceeded. We are registered with Ofsted and follow the Department for Education's Early Years Foundation Stage (EYFS). At our last inspection in September 2015, playgroup was rated 'Good' with Ofsted saying,



"Staff build warm relationships with children and know them well."

"Staff constantly promote children's mathematical development."

"Staff provide children with a wealth of opportunities, both indoors and outside to develop their skills across all areas of learning."

East Leake Pre-School Playgroup is an independent charity, managed by a Committee of Trustees comprising parents, carers and local community members. We are a non-profit making organisation, which ensures that the Board of Trustees is always working with playgroup's best interests at heart. Playgroup is a member of the Pre-School Learning Alliance, which provides support and guidance to the staff and Committee.

East Leake Pre-School Playgroup aims to:

- provide high quality care and education for children below statutory school age;
- work in partnership with families to help children learn and develop;
- offer children and their parents a service that promotes equality and values diversity;
- provide flexible, affordable childcare to families in East Leake and the surrounding area; and
- be an active member of the East Leake community.

Playgroup Management

East Leake Pre-School Playgroup is managed by a volunteer committee, which is elected at an Annual General Meeting every autumn. The Committee members make up the Board of Trustees of the charity and are responsible for the running of all aspects of playgroup. All Committee members complete an enhanced Disclosure and Barring Service (DBS) check and are registered with Ofsted. The Committee meets regularly throughout the year and all parents and carers of playgroup children are invited to attend the meetings. Please check the website or notice board at playgroup for current members of the Committee and the date of the next committee meeting.



As a charity, playgroup relies on fundraising to help purchase new resources. A large part of the Committee's work, therefore, is to raise money through organising a variety of events and applying for sponsorships and grants. Each year, the Committee holds a Christmas raffle and also participates in village events, such as the May Day celebrations and the East Leake Parade and Carnival.



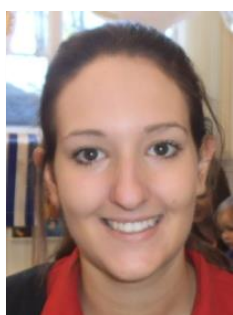
Playgroup's continued success is dependent on the help and support of parents and carers. Getting involved with playgroup offers a great opportunity to be a part of your child's early education as well as the chance to get to know other families in the community.



The Team

Our experienced team aims to provide a fun, exciting and stimulating environment for your child. All our staff have either a Level 2 or Level 3 qualification in Early Years childcare and have been DBS-checked. The staff receive training in areas including safeguarding, paediatric first-aid and food hygiene. The Committee supports the team's professional development and playgroup operates an ongoing programme of staff development and training.

Sara Last – Manager



I joined East Leake Pre School Playgroup in 2012. I am the accredited Language Lead for the setting and I have also been the manager since September 2015. I really enjoy working at playgroup and supporting the team in helping children reach their next steps.

Sabrina Pound – Deputy Manager

Behaviour Management Co-ordinator and ICT Co-ordinator

I especially enjoy promoting messy play, encouraging children to really explore textures and smells and observe the changes that can occur while they play and develop all their senses! I also enjoy helping the children develop their confidence and social skills through role play.



Sarah Ebberrn- Playgroup Practitioner

Language Lead



"I am really enjoying all the fun we have at playgroup, indoors and out. It is so rewarding to watch the children grow into such caring, polite and independent children and to be a part of their everyday routine and guiding them throughout the day is so worthwhile. I have lived in East Leake all my life and I have over 17 years' experience of working with children. I love my job and enjoy every day."

Eleanor Vythoulkas – Playgroup Practitioner

SENCO

I am very happy to be a member of the playgroup team. Having grown up in the village, it is nice to be part of a community-based group. I love to see the children succeed and achieve their goals, every milestone reached is a triumph. I like to encourage and see the children develop confidence and a sense of achievement through their play and daily routines. I enjoy being creative, preparing fun activities for the children to express themselves, and to explore and develop their creativity.



Chantel Dixon – Playgroup Practitioner



I love being a member of the playgroup team. Having grown up in the village it is really nice to be part of such a friendly village atmosphere. I find it so rewarding watching the children grow and achieve.

Emma Thompson – Playgroup Practitioner

I am really happy to be returning to playgroup after having time out of childcare to raise my children and be at home with my family. I have lived in East Leake all my life and love the community spirit. "



Student Placements

Playgroup supports the training of new Early Years workers and accepts students from local colleges who are studying for a Level 2 or Level 3 qualification in Early Years education. Students working at playgroup are supervised at all times.

Admissions

Playgroup accepts up to 18 children aged 2 - 5 years old per session. We are happy to take children who are still in nappies/pull ups and we will support your child during toilet-training.



Before your child starts, we recommend that you visit playgroup so that we can show you around the setting and discuss your requirements and answer any questions you may have.

Sessions at playgroup sometimes reach capacity. We endeavour to offer suitable, alternative sessions. However, if these are not convenient, then playgroup will operate a waiting list.

Registration

When your child joins playgroup, you will be asked to complete a Registration Form. This form ensures that we hold all the necessary information about your child, including emergency contact details, dietary and allergy information and parental permissions.

Please be assured that this information is held securely and treated in the strictest confidence.

Free Early Years Education

If your child is entitled to a free early years' education place, our Manager will give you a form to complete each term to specify which sessions your child will attend. Playgroup will send this form to the local authority to claim the funding for your child's place. An invoice will only be issued to you if your child attends playgroup for any additional hours.

Free Milk Scheme

Thanks to government subsidies, all under-fives are entitled to fresh, semi-skimmed milk every day. We will register your child when they start at playgroup, and your child will be offered milk (and water) to drink at snack time.



Session Times

Playgroup is open during school term-time and runs the following sessions:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:50am – 11:50am	Morning	Morning	Morning	Morning	Morning
11:50am – 12.50pm	Lunch Club	Lunch Club	Lunch Club	Lunch Club	Lunch Club
12.50pm – 3.30pm	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon

We follow the Nottinghamshire County Council school calendar and Brookside Primary School's inservice days.

Your child can attend any combination of sessions (subject to availability) and we do not require children to attend a minimum number of sessions per week.

Session Fees

Please refer to our website or notice board for current fees.

A healthy snack and milk/water are provided in the morning and afternoon sessions.

To help families with costs, playgroup is able to offer the following:

- ✓ Up to 15 hours a week of free government-funded childcare for all children the term after they turn three
- ✓ Up to 15 hours a week of free government-funded childcare for two year olds (subject to meeting the eligibility criteria)
- ✓ A 15% discount for siblings
- ✓ No administration or joining fee
- ✓ Employer childcare vouchers accepted

Where applicable, a bill will be issued at the start of each half term. We ask that this is paid promptly. Late payment will incur a penalty charge of £25 and children will only be able to attend a new half term once all balances owing in respect of the previous half term have been settled.

Any queries regarding bills or difficulties in making payments should be addressed to the Committee's Treasurer (treasurer_elpreschoolplaygroup@yahoo.co.uk). Any information given will be treated in the strictest confidence.

Settling In

We want your child to be happy and to enjoy their time at playgroup. We recognise that starting at a new setting can be unsettling, so we encourage you to stay with your child until you feel that they are happy and settled in their new environment.



Key Person and Learning Journal

When your child starts with us, they will be assigned a Key Person. After a period of settling in, the Key Person will arrange a meeting with you to introduce you to your child's Learning Journal. Whilst at playgroup, the Key Person will observe your child and will record their progress in their Learning Journal using the developmental stages of the Early Years Foundation Stage (EYFS). Then, each half term, the Key Person will arrange a convenient time with you to review your child's progress and to discuss any concerns you may have. You are welcome to take your child's Learning Journal home at any time to read. We encourage parents and carers to contribute to the Learning Journals as we want to work in partnership with you in your child's early education.



Optional Uniform

Playgroup has an optional uniform, which comprises a red t-shirt and sweatshirt and includes the playgroup logo. They are available to buy at playgroup at a cost of £4 and £8 respectively (£11 for both).

What to Wear and Bring to Each Session

Children should come to playgroup in suitable clothing both for the season and that they can manage independently e.g. for going to the toilet. Please be aware that playgroup offers a range of messy activities (e.g. painting and sticking) and although aprons are provided, these do not always keep clothes clean.

We ask that your child brings a spare set of clothes, and, if necessary, spare nappies/pull ups, wipes and nappy sacks with them to playgroup in a small bag. Please ensure that all of your child's clothing is named to prevent items ending up in the lost property box.

Autumn/Winter

Please ensure that your child is wrapped up warm, as the children will play outside (or go for a walk) each day.



Spring/Summer

In warm weather, we ask that your child has a sun hat and that sun cream has been applied before arriving. (Please leave your child's sun cream in their bag in case it needs to be reapplied later in the day). Children should not wear open-toed sandals to playgroup on health and safety grounds.

Allergies

Please ensure that playgroup is informed of any allergies your child may have. This information will be recorded and a risk assessment will be completed. Playgroup works with families to ensure a safe environment for all children.

Trays

Each child has their own named tray. Their Learning Journal is kept there as well as any letters, notices and work that your child has done. Parents and carers are encouraged to check their child's tray every time they pick up their child.

Behaviour Management

Playgroup aims to deal with unacceptable behaviour in an appropriate and sensitive manner. Please refer to our full policy on behaviour management for more information. Alternatively, if you would like to discuss our approach to behavioural issues in more detail, please speak with Sabrina Pound (Behaviour Management Co-ordinator), Clare Burton (Special Educational Needs Co-ordinator), or Sara Last (Manager).

Dropping Off and Picking Up

Playgroup has strict procedures at the start and end of each session to ensure both the safety of the children and the smooth running at these busy times. To help, we ask that you arrive promptly at the start and end of your child's session. When dropping off your child, you will be asked for the name of the person who will be collecting your child at the end of their session. This will be recorded and then checked at home time.



Keeping in Touch

Playgroup keeps in touch with parents and carers through our regular newsletter, text messages and emails. Also, our website is updated regularly and the notice board in the foyer contains a wealth of information.

A Typical Day at Playgroup



Playgroup opens - Children are welcomed at the door by a member of staff. They hang up their bags and coats in the foyer and move into the main room to complete self-registration. Children are then free to play indoors with any of the prepared activities.



Adult/child led play - Children are able to play freely in and amongst adult-led activities designed to support the children's interests and needs. This includes one-on-one time with key workers.



Snack bar - Children sit together to enjoy a healthy snack and a choice of milk or water to drink.



Child led play - Free play inside or outside following children's interests supported by staff.



Circle time - Children sit in a circle and enjoy stories, singing or 'show and tell'.



Home time/Lunch club - Children remain seated in a circle whilst those not staying for lunch are collected. Other children may arrive for lunch club and the afternoon session. Children sit together at tables to eat their packed lunches.



Afternoon session begins - Some children may leave and others arrive for the afternoon session. This is followed by free flow play indoors and outside.



Adult/child led activity - We carry out activities in the afternoon that have been planned to support the children's interests and needs.



Snack time - A healthy snack is provided to the children in the afternoons. This is followed by free play inside or outside.



Home time - Parents/carers are welcomed into the playgroup room to collect their children and check their child's tray for any important letters or art & craft work done by their child that day.

Curriculum

Playgroup follows the Early Years Foundation Stage (EYFS), which is the statutory framework published by the Department for Education. Most recently updated in April 2017, this framework sets the standards for the development, learning and care of children from birth to five.

The EYFS is divided into three prime areas of learning and four specific areas of learning:

Prime Areas		
Personal, Social and Emotional Development	Physical Development	Communication and Language

Specific Areas			
Understanding the World	Expressive Arts and Design	Literacy	Mathematics

Your child will learn and explore through play within both free and directed activities planned by our experienced team. In addition, each half term, playgroup has a theme around which a variety of activities are planned. Previous themes have included: the zoo, at the seaside and how our bodies work.

If you would like to learn more about how playgroup implements the EYFS, the Manager would be happy to discuss the curriculum with you in more detail.

Special Educational Needs

Playgroup welcomes children with additional needs. Playgroup's Manager and Special Educational Needs Co-ordinator, as well as your child's Key Worker, will work with you to support your child to ensure that they can learn, develop and achieve their full potential.

Policies and Procedures

Playgroup has a comprehensive set of policies and procedures that are reviewed regularly. They are available to be viewed on our website or at playgroup at any time.

Healthy Eating

Playgroup promotes healthy eating and considers both snack times and lunchtime important times of the day. We believe these are an opportunity for the children to sit, eat and talk together as well as an opportunity to promote table manners.



Snack Time

During the morning and afternoon sessions, a nutritious snack and a choice of milk or water are provided for the children. Playgroup offers a wide variety of food throughout the week and the weekly menu is displayed for parents and carers to see.

Lunch Club and Packed Lunches

Playgroup asks that parents and carers work in partnership with playgroup to promote healthy eating by preparing a healthy packed lunch for their child. Please ensure that lunch bags and bottles are clearly labelled with your child's name and a freezer pack is included to keep food cold.

Growing Our Own Vegetables

Playgroup encourages the children to learn how food reaches the table. In recent years, the children have grown cress, lettuce, radishes, carrots and spring onions.





Parents and Carers as Partners

At East Leake Pre-School Playgroup, we want to work in partnership with children and their families. We encourage parents and carers to be fully involved in their child's pre-school education. You are your child's primary educator and your experience is invaluable.

On a day-to-day basis, there are many ways to get involved with playgroup. Whether you can help out regularly or just from time to time, it is very much appreciated by both the children and the team.



The dedication and commitment of our volunteer Committee is essential to the continued success of playgroup. There are many ways that you can get involved, however much time you are able to commit. Here are some of the ways you could help:

- join the shopping rota for snack time
- attend monthly Committee meetings
- help out with playgroup's fundraising activities
- become a Committee member

Links with Local Schools and other Childcare Settings

Playgroup has strong links with Brookside Primary School, East Leake Sure Start Children's Centre and Active Minds Out of Hours Club. All settings are conveniently located at the same premises.



From time to time, playgroup children are invited to Brookside School's Foundation Unit as well as to attend events, such as their Christmas nativity play. In the summer term, Brookside School will invite children starting in September to attend a number of morning sessions to help with the transition between playgroup and school.

Playgroup also has links with other local childcare settings including Lantern Lane Primary School, Manor Farm nursery and Honey Bee nursery.



Wraparound Care

Playgroup recognises that increasing numbers of parents and carers require all day childcare. Working closely with other local childcare providers, playgroup can form part of that all day care. We can transfer children to/from Brookside School's Foundation Unit and Active Minds Out of Hours Club if required.

Transition to another Setting

Playgroup will send information about your child when they move to another setting e.g. when starting school. This transition form, also known as the 'All About Me' document, informs the new setting of your child's development (as measured by the EYFS) as well as their interests, likes and dislikes.

Contact Details

Playgroup can be contacted in a number of ways:

Telephone: 07979 574830

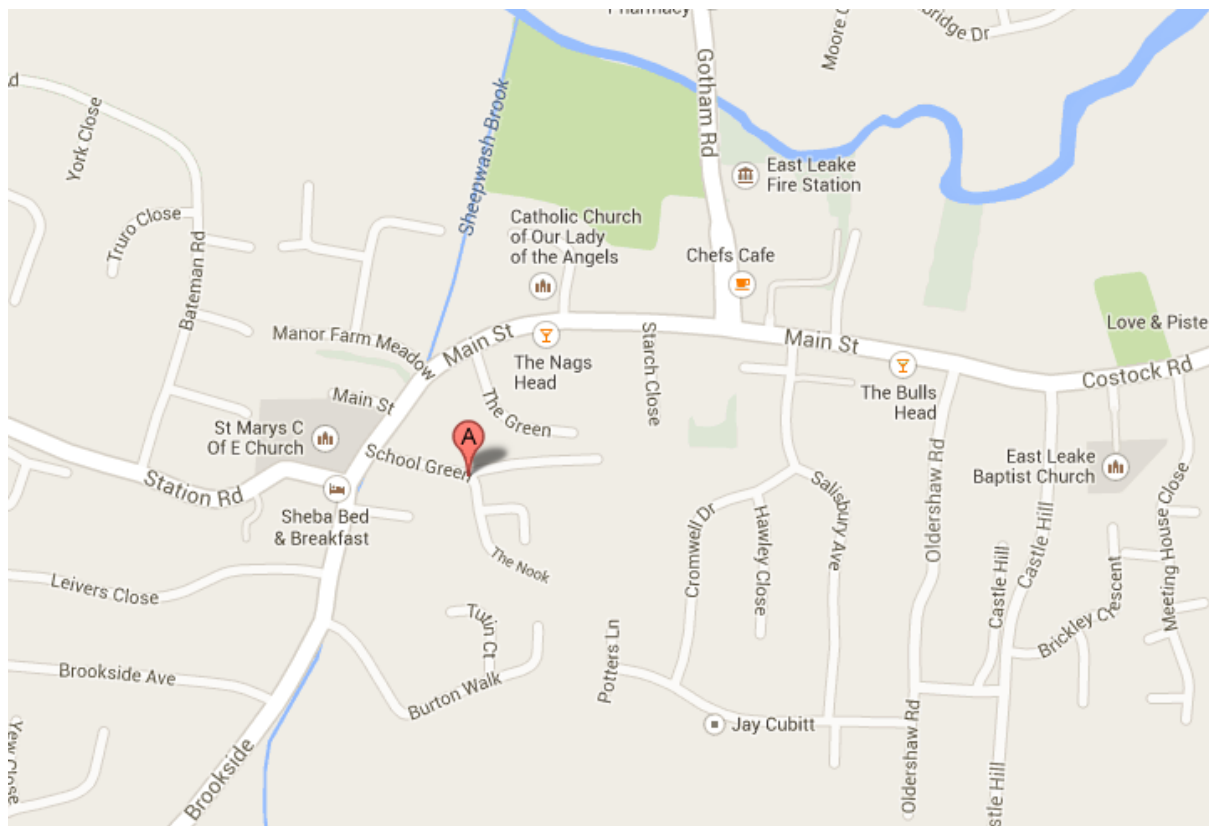
(During session times or leave a message at other times)

Email: enquiries_elpreschoolplaygroup@yahoo.co.uk

Address: East Leake Pre-School Playgroup
The Old School
School Green
East Leake
Loughborough
Leicestershire
LE12 6LG

Website: www.eastleakepreschoolplaygroup.btck.co.uk

How to find us:



© Google maps

Useful Links

- **Active Minds (Out of Hours Club)**
Telephone: 01509 857033
Mobile: 07968 280965
www.activeminds.org.uk
- **Brookside Primary School**
Telephone: 01509 820001
www.brooksideprimary.co.uk
- **Cool Milk**
www.coolmilk.com
- **Department for Education**
www.education.gov.uk
- **East Leake Sure Start Children's Centre**
Telephone: 01509 857030
- **East Leake Village Website**
www.east-leake.co.uk
- **Lantern Lane Primary School**
Telephone: 01509 820112
www.lanternlane.notts.sch.uk
- **Nottinghamshire County Council**
www.nottinghamshire.gov.uk
- **Ofsted**
www.ofsted.gov.uk
- **Playgroup's Latest Ofsted Report**
www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY408951
- **Pre-School Learning Alliance**
www.pre-school.org.uk