



**Handbook 2015-2016**

# **Welcome to St John's Renfield Playgroup.**

We hope you find this handbook informative about the life of our playgroup.

## **Vision Statement**

St John's Renfield Playgroup aims to raise the achievement of all our learners by providing a safe, stimulating and happy environment in which the children in our care should expect the highest commitment from the staff and those working with them and in order to achieve this goal we undertake to adhere to the principles set out in the Children's Charter for Young people.

We will create an atmosphere where each child is valued both as an individual and as an important member of the playgroup. We will work with the parents and stakeholders to ensure that the experience the children receive at playgroup will be of the highest quality and that they can be confident that their child is being encouraged to reach their maximum potential.

## **General Information**

St John's Renfield Playgroup is registered with Glasgow City Pre-Five Services and a member of SPPA (Scottish Pre-school Playgroups Association) through whom we are insured. We are also in partnership with Glasgow City Council and have funding in place for three year old and pre-school children. The playgroup is also regulated and inspected by the Care Inspectorate and members of staff will be registered with the Scottish Social Services Council or another recognised body.

## Playleaders

Barbara Ford (Gtc registered)

Sheila Brown

Anne Millar

## Hours

Playgroup is open from 9:00am until 12.00pm Tuesday to Friday during term time

## Dates

### Term 1

Tuesday 25th August – Friday 9th October

Tuesday 20th October – Friday 18th December

Playgroup closed – Thursday 24th September – In-Service Day

Friday 25th September – Holiday Weekend

### Term 2

Wednesday 6th January – Friday 12th February

Tuesday 23rd February – Friday 1st April

Playgroup closed – Good Friday 25th March

### Term 3

Tuesday 19th April– Friday 17th June

Playgroup closed –Thursday 5th May – In-Service day

Friday 27th May- Holiday Weekend

## Fees/Resource Fund

Playgroup is in Partnership with Glasgow City Council and for session 2015 – 2016 we have secured 21 funded places. All children aged four, and eligible three year olds are entitled to a free term time, part time place (three hours per day/15 hours per week) Children become eligible for a free place from their third birthday.

For those children who attend Playgroup, but use their funded place allowance at another institution, fees payable will be £8 per morning.

Additional costs at Playgroup are covered by our Resource Fund. For session 2015-2016, payment to this will be £120 per child per Playgroup year, irrespective of the number of morning attended. This will be payable in three tranches of £40 and due on the following dates:

**Thursday 8th October 2015, Thursday 11th February 2016 and Thursday 31st March 2016**

Invoices will be issued in advance, and the Playgroup Treasurer will be in attendance at 9am on these mornings to collect payments. Payments will be adjusted for children who start Playgroup part way through a term.

### **Fundraising**

This is usually a coffee morning held annually in March.

### **Admissions**

St John's Renfield Playgroup is open to families in the community who fulfil the following conditions. It will ensure that the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers.

### **Age of Entry**

Normal Admission to Playgroup is at three years of age

### **Waiting list**

Application forms are available on the playgroup website and from the playgroup leaders.

Child's name is put on the waiting list at receipt of form.

Admissions will be made according to the birth date and the date application received.

If applicable, priority will be given to children in their pre-school year.

### **Special Circumstances**

Family new to the district and the child due to start Primary School at the start of the next session

### **Admission**

On admission parents or carers of a child will be given our welcome pack which includes the Handbook, Infectious Diseases Policy and the Child Protection Policy.

You will be asked to provide personal details and information about your child and their family in our Learning Story document. Confidentiality of information will be respected in accordance with the service's confidentiality policy

We also encourage parents to become involved in the management and day to day running of the group. A copy of our Stakeholder Participation Policy is included in our welcome pack.

### **Emergency Contact**

Parents whose children are in Playgroup are asked where possible to provide us with the names, addresses and telephone numbers of two contact persons for use in the case of emergency. You are also asked to keep Playgroup up to date with any changes in this information.

### **Excursions and consent forms**

When outings or excursions for the children are planned, a playleader will advise you in advance. You will be asked to complete consent forms, which give your permission for your child's participation.

Please note that children cannot take part in outings unless their parent or guardian has submitted completed consent forms

### **Settling In**

Settling in is an important stage in the transition between home and a pre- school group. Playgroup tries to make

this as easy a process as possible by making arrangements for the child and parents or carers to visit the playgroup so that they familiarise themselves with the setting and the people.

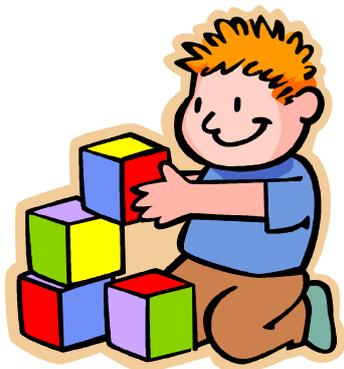
We want your child to experience a warm and welcoming environment and to ensure they feel included, secure and valued. We know that some children take a while to be happy to let you go and we ensure that this part of the process will not be hurried, both for your child and for yourself. We appreciate at times that as parents you can find it hard to leave your child.

We encourage you to stay with your child until he or she is settled and you feel comfortable leaving him or her. There will be no time limit on how long this might take.

We are keen to provide strategies to help you to work with staff during the settling in phase, for example, never leaving without saying goodbye, collecting a child early, returning on time.

We like to stagger the intake of new children into the group as this lets us spend time settling each one.

We try to provide familiar activities for your child and will keep you informed as to how they are settling after you have gone. It is the practice of playgroup that if your child does not settle, is unhappy and continues to be distressed, to discuss the situation with the you and perhaps advise you to try again in a few weeks to settle them.



## Arrival and Collection

Please do not leave your child at playgroup before 9:00am as the playleaders cannot look after the children until the hall is set up.

Please sign the sheet for your child on arrival

The outside door is locked from 9:15am for security.

Please inform a playleader if your child is being collected by someone who does not usually collect him or her. If we are not told of any changes your child will not be able to leave playgroup until we verify the situation.

Please ensure that when you enter or leave the building you check that the outside door is closed properly.

There is a visitors' policy available, please take time to make yourself aware of this document as it is important in regard to the safety and well-being of our children.

## Absence

If your child is unable to attend playgroup through illness or for any other reason please inform us as soon as possible. Playgroup phone number is **07773859140**.

## Clothing

Children have great fun when they are doing messy work. We will always try to make sure that they wear aprons or overalls, but accidents do happen so please dress your child in suitable clothing. Ideally, old clothing with simple fastening should be worn and you should encourage your child to dress and undress and go to the toilet independently.

As we encourage our children to play out of doors, it is important they come suitably dressed for the changing weather conditions. Sun Protection is vital during the summer months and warm waterproof clothes and footwear are required in winter.

Please provide your child with a pair of indoor shoes to change into upon arrival at playgroup.

### Rota Duty

Playgroup relies on the help of the parents with Rota Duty approximately one morning every two or three weeks by Mum/ Dad/ child-minder. A younger child may attend. Please try to arrive by 8.45am or as soon afterwards as possible. You will be on duty with another parent who knows the set-up. The leaders and parents work as a team eg putting out and clearing away the equipment, talking with children, joining in and helping them at their activities. The help of our parents is of great value.

### Snacks

Playgroup will provide a snack for the children each day. We try to encourage healthy eating so fruit and other suitable foods will be given. Milk and water will be available to drink. Snack - time takes place between 10.00am and 11.00am. The children can choose the time that they have their own snack. We have a regular baking session. Please do not bring in any food or snacks of your own as we have children with allergies who could be affected. Please inform a playleader if your child has an allergy to any food.



### Policies

The playgroup policies are available for parents and carers to read. These will also be accessible on the

Playgroup website. Please familiarise yourself with these policies.

### Complaints

If you have a complaint or query speak to a playleader initially.

Written complaints can be given to the playgroup committee.

Complaints can also be registered with the Care Inspectorate without first having to speak to any playgroup personnel.

A copy of the Complaints policy is available on the notice board.

### Your Views

The staff at playgroup want to work closely with the parents to ensure their children are happy and provided with a high quality of care and support. We have an open door policy and welcome the parents at any time. The Communication Book keeps everyone up to date with what is going on. From time to time you will also be asked to fill in questionnaires in order for us to find out your views on various aspects of playgroup. These questionnaires are collated by a parent committee member and the outcome relayed to leaders. We also ask the children their views on different activities and what activities they would like to participate in.

There is also a "Wishing Star" where parents can make suggestions about activities and resources etc that they would like their children to have access to.

We are always keen to hear about any talents the parents have that could be shared with the children eg sharing cultural festivals and customs with us.

There are two parents on the main committee and from time to time they might ask you for your opinion on playgroup matters as they arise during the session.

## Assessment

We know that you like to hear about the progress your child is making and in order that we can work with you in your child's learning journey, we will issue short reports throughout the year and also talk to you personally about your child.

In our planning, the staff take into account the needs of the individual child and seek to ensure that each child is given the opportunity to progress in their pre-school learning at a level that is appropriate for them. We value the input from parents and are always available to speak to you about your child, their needs and the experience they have at playgroup. This can be arranged outside playgroup hours if necessary.

## CURRICULUM

We aim to provide a wide variety of enjoyable and stimulating activities. For the first half of the morning the children are free to choose and move between play activities. After snack time we come together for stories, music, singing, rhymes and movement.

Our programme of learning and assessment is based on the Curriculum for Excellence in Scottish education. The Curriculum for Excellence is about bringing life to learning and learning to life. It focuses on the importance of knowledge and skills. The aim is for each child to become:

A Successful Learner, a Responsible Citizen, an Effective Contributor and a Confident Individual



The experiences and outcomes are set out in the following areas:

Expressive Arts  
Language and Literacy  
Health and Wellbeing  
Mathematics and Numeracy  
Religious and Moral Education  
Science  
Social Studies  
Technologies

We hope to achieve these experiences and outcomes by providing an environment where each child can achieve their full potential in a challenging and play based establishment.

Each child at Playgroup has their own Profile folder which contains pictures and examples of the activities they are doing at Playgroup. These are accessible to the children each day and parents are welcome to look through them at any time. The children will also enjoy showing them to you themselves

We hope this handbook has been useful in letting you know about Playgroup and that your child will have a happy and fulfilling time while they are here.

## Contact Details:

Playgroup phone number: 07773859140

Playgroup e-mail address: [stjohnspg@hotmail.com](mailto:stjohnspg@hotmail.com)

Playgroup website:

[stjohnsrenfieldplaygroup.wordpress.com](http://stjohnsrenfieldplaygroup.wordpress.com)