



Court Moor Centre Community Playgroup

Youth Suite
Court Moor School
Springwoods
Fleet
Hampshire GU52 7RY
Reg Charity No 1020261

www.courtmoorplaygroup.co.uk

PROSPECTUS

TABLE OF CONTENTS

Document History.....	2
OUR AIMS.....	3
WHAT WE OFFER.....	3
ADULT RESOURCES.....	3
MANAGEMENT AND ADMINISTRATION.....	4
Decision Making.....	4
Fees.....	4
STARTING PLAYGROUP.....	4
The First Days.....	4
What To Wear.....	4
Keyworkers.....	4
Record Keeping.....	5
Training.....	5
The Role of Parents.....	5
Safe Parking.....	5
POLICIES.....	5
SPECIAL NEEDS.....	5

CURRICULUM.....6

DOCUMENT HISTORY

Date	Reason for Issue	Issue No.
June 2005	Initial Issue – previous documentation re-written and document reviewed and updated where appropriate.	1.0
January 2006	Named Child Protection Officer and Deputy added to document.	1.1
February 2006	Staff List Updated	1.2
January 2007	Staff List Updated and “Our Aims” page updated to remove address details.	1.3
April 2008	Staff List Updated	1.4
October 2008	Staff List Updated	1.5
February 2009	Staff List Updated	1.6
July 2009	Annual Review	1.7

OUR AIMS

Our aims are to:

- Enhance the development and education of children under statutory school age in a parent-involved, community based group.
- Provide a safe, secure and stimulating environment.
- Work within a framework, which ensures quality of opportunity for all children and families.

WHAT WE OFFER

We offer your child:

- A specially tailored curriculum leading to approved Early Learning Goals.
- Individual care and attention made possible by a high ratio of adults to children.
- Fun and friendship with children and other adults.
- The support of a personal keyworker.
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress.

ADULT RESOURCES

The current members of staff are:

Margaret Wales	NVQIII/First Aid Trained	Supervisor
		SENC ^o
		Child Protection Officer Behaviour Officer Health and Safety Officer
Jane Peacock	DPP Level 3/First Aid Trained	Deputy Supervisor
		Deputy Child Protection Officer First Aid Officer
Joan Taylor	DPP Level 3/NVQIII/First Aid Trained	Assistant
Tania McDermid	NNEB Level 3/First Aid Trained	Assistant
Alison Cross	First Aid Trained	Assistant
Ellen Bainbridge	First Aid Trained	Assistant

In addition we have a “Helpers’s Rota” system whereby parent/carers are actively encouraged to come in and help for a session when they are able.

MANAGEMENT AND ADMINISTRATION

Decision Making

The Playgroup is run by an elected committee, which ensures that major decision-making is in the hands of parents who use the group. The committee is responsible for reviewing both policy and practice, and for the employment and appraisal of members of staff. Our Annual General Meeting, at which the committee for the following year is elected, is held in the Spring and parents will be informed in good time so they are able to attend.

Fees

Fees are payable monthly or termly in advance. Payments can either be made termly by cheque or spread over the year by monthly standing order. Fees continue to be payable if a child is absent without notice or for a short time. In cases of prolonged absence, parents should consult the committee about fee payment. Each child's attendance at the group is conditional upon continued payment of any necessary fees and or Early Years Education Funding.

STARTING PLAYGROUP

The First Days

A child who is unhappy or tense will not be able to play or learn properly, so it is important for parents and playgroup staff to work together to help the child feel confident and secure in the group. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle.

What To Wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes, which are easily washable and not too new. The Playgroup has its own T-shirts and sweatshirts, which are available in several sizes and display our logo. Please see a member of staff or a committee member for details.

It is good for children to practise the skills, which will make them independent. Simple clothing that they can handle themselves will enable them to go to the toilet when they want to, and to put on and take off outdoor clothing without being too dependent on other people's help. It is advisable to send your child with a **small** named bag containing a change of clothes.(please refrain from using large rucksacks as these take up too much room in the cloakroom, a small drawstring gym bag will suffice. For those children who are still in nappies/pull ups, please send in extra supplies including nappies/pull-ups, wipes and nappy sacks.

Keycarers

Our keycarer system gives each member of staff a particular responsibility for just a few children. It can make settling into Playgroup much easier if a child has one special adult they can relate to. In addition, the keycarer is in a position to tailor the group's curriculum to the unique needs of each individual child by maintaining a relationship with both the child and his or her family. This ensures that all children are supported in reaching their full potential.

Record Keeping

Because so many adults help within the group we are able to implement an excellent record keeping system in which observations of the children in the group and at home are used as a basis for drawing up a curriculum for each child.

Training

Our membership of the Pre-school Learning Alliance (PLA) ensures that we are constantly in touch with the new thinking in the field of child education and care. We receive a monthly magazine offering practical advice and up-to-date information, and have access to a range of professionally produced publications. Parents may ask to see any of these. In addition, on-going training is available through Pre-School Learning Alliance (PLA) courses, which welcome both staff and parents. Informal training is available through local meetings and conferences, and parents will always be informed of these.

The Role of Parents

The Pre-school Learning Alliance recognises parents as the first and most important educators of young children; as such our playgroup aims to support parents. Parents are encouraged to:

- Help in the Playgroup with the children.
- Assist with fund-raising.
- Take part in the management of the playgroup.
- Represent the playgroup at county activities of the PLA.
- Attend training courses, workshops and conferences organised by local cluster and support groups.

Safe Parking

We would like to take this opportunity to remind parents of the need to park their cars safely with appropriate regard for the numerous other users including children of all ages. This obviously includes not parking in the turning circle at the beginning of the school as this creates all sorts of problems for the school and any emergency access required. Thank you for your co-operation with this very important issue.

POLICIES

All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome. A full copy of the Playgroup's policies can be provided upon request.

SPECIAL NEEDS

The ratio of adults to children in the pre-school enables us to provide individual attention for each child. Each child is able to progress at his/her own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. If you would like to discuss the group's ability to meet your own child's needs, please talk to the playgroup leader or your child's keycarer.

CURRICULUM

Within the group, all children are supported in developing their potential at their own pace. Our Key Carer system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum that prepares children to progress with confidence to the end of the Early Years Foundation Stage (EYFS) at the end of Reception Year at school.

The Early Years Foundation Stage has four Principles:

A Unique Child

Every child is a competent learner who can be resilient, capable and self assured

Every child has a right to be included regardless of race, language, colour or ability.

Every child has a right to be safe and protected, discover their own boundaries and make their own choices.

Every child has a right to health and wellbeing, to grow and develop at their own pace, and have a right to emotional support.

Positive Relationships

Children need to learn respect for each other, to build friendships with both their peers and the adults around them.

Parents are seen as partners in the education of their children by learning together through open communication and respecting diversity.

Learning is supported by listening to children, effective teaching and positive interactions.

Key Carers for secure attachment, shared care and independence.

Enabling Environments

Planning of the learning and assessment starts with the child.

Children's needs are supported through their learning journey.

The environment supports emotional needs through indoor and outdoor activities.

Transitions and continuity into the community is supported through the use of multi-agency working.

Learning and Development

Learning through experience.

Active learning through mental and physical involvement, decision making, and personalised learning.

Creativity and critical thinking by making connections and sustained shared thinking.

Areas of learning and development: Personal and Social and Emotional Development, Communication, Language and Literacy Development: Physical Development: Creative Development: Knowledge and Understanding of the World: Problem Solving, Reasoning and Numeracy Development.

We hope that your child's time in Playgroup will be a very happy and productive one. If you have any queries or if we can be of any help, please contact the staff or committee at any time.