

# Welcome to Brayton Headstart Playgroup

## HOW IT ALL BEGAN

Brayton Headstart Playgroup was started in September 1967 as Brayton Parish Playgroup. It was formed by a group of young mothers from the church and was held in the parish rooms until 1991 when it moved to its own premises on the grounds of Brayton High School. In September 2013 the new portacabin was opened allowing an increase in numbers to meet local demand.

## SET UP

Brayton Headstart Playgroup is an incorporated company with charitable status (number 1151937). The directors of the company are supported by a voluntary management committee, without whom we cannot operate. All parents and carers are welcome to join the committee and help with fundraising and projects to support the playgroup. Committee meetings are held at least termly and details of these meetings will always be made available to you. Our website [www.brayton-headstart.co.uk](http://www.brayton-headstart.co.uk) provides you with lots of information about our setting.

## STAFF

Monika Bradshaw is our EYFS Practice Manager and we have a named Deputy who manages the setting in Monika's absence who is Lyndsey Green. Together they lead on all aspects of playgroup provision. Our Early Years Practitioners are Lyndsey Green, Paula Poskitt, Carole Cooper, Louise Lister, Elaine Bell, Kirsty Gouldthorpe, Charlotte Beeston is our 1:1 Support  
All staff are DBS checked and there is always someone on duty with an up to date first aid certificate.

Lyndsey Green is our named Special Educational Needs Co-ordinator and Behaviour Co-ordinator. Our Local Offer (available in setting, copies on request and on our website) outlines our commitments to working with children with additional needs.

## KEYWORKER SYSTEM

Brayton Headstart Playgroup operates a keyworker system, where a member of staff is allocated to a child before they start with us. Your keyworker will endeavour to quickly build close trusting relationships with your child and yourself. They will carry out regular observations of your child, and work alongside you in ensuring your child receives the best quality care and education from us. A list of keyworkers is available on the parent's information board. If there are any concerns about your keyworker please see Monika as soon as possible.

## FEES

Places are either paid for or funded. Paid for sessions are charged at £3.50 per hour. You will receive an invoice on your child's first session and half termly thereafter detailing sessions reserved and amounts due.

Funding is available for up to 15 hours per week 38 weeks per year from the term following your child's third birthday. Full details of entitlement birthdates are available in playgroup. For families who meet certain benefit criteria there is two year old funding available, please see Monika if you think you may be entitled to this funding. Any additional hours over the 15 funded hours are charged for at the same rate as a paid for session.  
Lunch club is charged at £2.00 per day and you must provide a packed lunch.

There is a voluntary £1.30 charge for snack and baking.

All fees must be paid promptly by the date stated on your invoice and by bank transfer where possible. Cheques are not accepted.

We are part of the childcare vouchers scheme, please see Monika for more information on this.

Non-payment of fees will incur a late payment charge of up to £20 per week and a risk to your child losing their allocated space in the setting.

Persistent late collection of your child will incur a charge of £20.

Please note that if your child should be absent from playgroup for illness or holiday sessions will still be charged at the usual rate, with exceptional circumstances considered on an individual basis by Monika and the committee.

If for any reason you wish to remove your child from playgroup then a period of 4 weeks written notice is required with all fees paid up to date.

### **AIMS AND GOALS**

We are committed to providing a partnership of care for your child. This will be achieved by all staff regularly communicating with you, through informal discussions at the beginning or end of a session and meetings with your key person at formal parents evenings or on request. Information will be relayed via half termly newsletters and our parents information display in the cloakroom. These efforts will provide you with an insight into the learning environment in which your child develops and allows us to gain a greater understanding of both your child's and your needs.

**Brayton Headstart Playgroup** is Ofsted registered and a member of the preschool Learning Alliance. We offer quality sessions of day care in line with the Early Years Foundation Stage Framework, which focuses on the seven areas of learning:

**Personal, Social & Emotional Development**  
**Communication and Language**  
**Physical Development**  
**Literacy**  
**Mathematics**  
**Understanding the World**  
**Expressive Arts and Design**

Sessions are largely based on a free flow basis, where your child is free to choose an activity that interests them, and staff are on hand to support and encourage learning. If you have any questions about your child's learning and development please see Gill.

### **POLICIES**

**Brayton Headstart Playgroup** policies are designed to ensure we offer the best possible experience for children and families who access our provision. Policies are reviewed annually and we welcome any comments from parents and carers.

Policies are available for you to look at in the cloakroom and copies can be made available on request for a small fee.

Policies cover subjects such as:

- Safeguarding
- Special educational needs
- Behaviour
- Complaints
- Health and safety
- Equal opportunities
- Sickness

### **COLLECTION OF CHILDREN**

Please keep us informed of who will be collecting your child. There is a section on the registration form where you can inform us of people who will be collecting from playgroup. If for any reason someone will be collecting your child who is not expected please inform us and ensure you send someone with whom your child is familiar.

If you are going to be late please phone the setting to let us know as soon as possible – children can become very upset when parents and carers do not arrive on time. Please be aware there is a charge of £20 for persistent late collection.

### **CLOTHING**

We strongly advise you not to send your child to playgroup in their best clothes. Messy play with paint, sand and water is actively encouraged and whereas we do provide aprons and coveralls, sending a spare set of clothes is advisable.

All children need to be dressed in clothes suitable for climbing and moving freely, including footwear. Complicated fastenings and belts are not advisable as it makes toileting difficult. We will access our outdoor provision in all weathers so please bear this in mind – sunhats, suncream, coats, hats and gloves should all be provided.

For health and safety reasons please do not send your child to playgroup in necklaces or earrings other than studs.

Please name all clothing and footwear sent to playgroup.

### **CHANGING OF CHILDREN**

If your child wears nappies or pullups please ensure there are some provided each session, as well as wipes and nappy bags. When toilet training please provide plenty of spare underwear and trousers. Where possible, your child's keyworker will assist with personal hygiene procedures and we will endeavour to support whichever methods you use at home.

### **BEHAVIOUR MANAGEMENT**

We believe that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. We firmly believe in supporting each child's INDIVIDUAL needs and will work in accordance with statutory guidelines to ensure this is done.

### **FIRE DRILL**

Fire drills are carried out half termly, the gated access to the garden must be kept clear at all times.

### **MEDICAL ARRANGEMENTS**

First aid training for staff is renewed every 3 years. Should your child sustain an injury or become ill whilst at playgroup then every attempt will be made to contact you. Accidents will be recorded and you will be asked to sign our accident book when you arrive to collect your child.

If your child requires any medication whilst at playgroup it must be prescribed and you will need to sign a consent form to allow it to be given.

### **ILLNESS**

If your child is unwell please do not send them to playgroup, they will be sent home. Coughs and colds are part of growing up and if your child is well in him/herself there is no need to keep them at home. In the instances of vomiting and/or diarrhoea they must be clear for 48 hours before returning to playgroup. Chicken pox spots must all be scabbed over before returning to playgroup.

If you have any questions about illnesses please speak to your keyworker.

### **SETTING CLOSURE**

We will publish all term dates as soon as we are made aware of them by North Yorkshire County Council. We largely follow local school dates but we are only funded for 38 weeks a year therefore there may occasionally be some differences. Training days will be advertised as early as possible and you will not be charged for any sessions normally taken on a training day. In the unlikely event of an emergency setting closure we will endeavour to contact you as soon as possible by phone and via our facebook page.

### **SNACK / LUNCH**

All staff preparing snack have relevant and up to date food hygiene training. A weekly snack menu is available for you to see on the parents information board. There is unlimited drinking water available throughout the session with snack provided once per session. We offer water or milk at snacktime. Please consider healthy options for your child's packed lunch and note that fizzy drinks, sweets and chocolate bars will not be allowed.

There is a space on the registration form for you to inform us of any dietary requirements or allergies your child may have.

### **TOYS**

Please do not send toys to playgroup with your child as it causes great distress if it becomes lost or broken. Staff will not accept any liability for damage caused to toys your child brings from home. If there is a particular item your child wishes to share with his/her keyworker they are welcome to bring it in, show it and then it will be removed and kept safely until picking up time. New starters can bring in a comforter for the first few sessions until they have settled in.

### **COMPLAINTS**

We hope that your child enjoys their time with us and staff are always on hand to discuss any issues you may have. If there are any issues that cannot be resolved by speaking to your keyworker please make an appointment to see Kirsty. Issues still present after this should be put in writing to the committee who will respond within 7 working days. Privacy Notice - Data Protection Act 1998

We Brayton Headstart Playgroup are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;  
Provide appropriate pastoral care,  
and Assess how well your school /  
PRU is doing.

This information includes your contact details, national curriculum assessment results and personal characteristics such as your ethnic group, any special educational needs and any relevant medical information.

We will not give information about you to anyone outside the Brayton Headstart Playgroup without your consent unless the law and our rules allow us to do so.

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please contact the committee c/o Brayton Headstart Playgroup.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[www.northyorks.gov.uk/schoolrecords](http://www.northyorks.gov.uk/schoolrecords) and  
<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause> If  
you are unable to access these websites, please contact the LA or DfE as follows:

- Data Management  
Officer North Yorkshire  
County Council,  
Financial Services,  
County Hall,  
NORTHALLERTON,  
North Yorkshire,  
DL7 8AL  
website: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)  
email: [datamanagement.officer@northyorks.gov.uk](mailto:datamanagement.officer@northyorks.gov.uk)  
Telephone: 01609 533219
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288