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# PROSPECTUS

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Pyrford War Memorial Hall  
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GU22 8SP

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Ofsted number:	EY429844

## **About Us**

Pyrford Playgroup is a popular pre-school for children from ages 2-5years. It was established in the 1970's and has become well known in the local community as a friendly and well organised playgroup providing good early years education. The playgroup is owned and managed by two local mums, Katharine Wright and Marion McMullan and enjoys strong links in the community and with the local school, Pyrford C of E Primary school.

The playgroup is held in Pyrford's Village Hall and the large, bright hall offers a stimulating and secure place for children to settle, learn and develop. There is a purpose built, well equipped outdoor play area and the playgroup also has the use of the adjoining cricket field where the children and staff enjoy the space and fresh air. The Village Hall has a large car park which makes picking up and dropping off easy.

Pyrford Playgroup is open 38 weeks of the year (in line with Surrey County Council school term time). Sessions run Monday to Friday, 9.00am to 12.00pm. It is registered with Ofsted to care for 29 children per session. The playgroup undergoes continuous monitoring procedures to ensure standards are upheld and close contact is maintained with support teams from Surrey County Council. For a copy of the playgroup's latest inspection report, please contact us or see the link on our website.

## **Mission Statement**

*At Pyrford Playgroup,  
we aim to create a happy environment  
in which to bring out the best in every child..*

Each child is unique and will be encouraged to develop at their own pace and in accordance with their stage of development. The children are treated with equality of opportunity and with respect. Their happiness and well being is paramount

We operate a policy of Equal Opportunities, welcoming all children, parents/carers, visitors and staff to the playgroup, regardless of colour, race, nationality, disability, ability, religion, ethnic or national origin, gender or marital status. We will do all that we can to accommodate any special requirements that this may involve.

Alongside parents/carers and support teams from the Early Years and Childcare Service, we provide children with the stimuli, resources and opportunities to enable them to reach their full potential. Learning through play is at the heart of all our session activities.

## **Learning and Development**

### **The Early Years Foundation Stage**

The provision at Pyrford Playgroup for children's development and learning is guided by the Early Years Foundation Stage (EYFS). The EYFS is a framework that divides children's learning into three prime areas as follows:

- 1 Personal, Social and Emotional Development

- 1 Communication and Language
- 2 Physical Development

In addition there are four specific areas

- 1 Literacy
- 2 Mathematics
- 3 Understanding the World
- 4 Expressive arts and design

Each of these learning areas is broken down into statements of development, from birth to age five. They culminate in a set of Early Learning Goals which state what it is expected children will know, and will be able to do, by the end of their Reception year at primary school.

Each child will have a “Learning Journey”, which is a record of their development throughout their time at Playgroup.

## **Key Person and assessments**

Each child is assigned a ‘key worker’ who is initially a point of contact and a focus for helping to settle their nominated children. They are also responsible for maintaining the relevant Learning Journey. This is done by observation of the child, and communication with other staff. We collect information about the children’s needs, activities, interests and achievements and document their progress in their “Learning Journey”. We then use this information to plan their next steps.

In addition, we ask parents to contribute to the Learning Journey by sharing information about their child’s development outside the playgroup setting.

## **Special Educational Needs**

Each child will be able to progress at his/her own rate in all areas of development. Katharine Wright is the nominated SENCO (Special Educational Needs Coordinator). A detailed policy can be viewed online or by request, and discussion with your child’s key person or the playgroup’s manager is welcomed.

## **Staff**

We have a strong team of qualified and mature staff who have extensive and practical experience in childcare and development. We ensure that all staff benefit from opportunities to develop as professionals and train for recognised qualifications.

The playgroup maintains the ratio of adults to children as set out in the Early Years Foundation Stage Statutory Framework and all staff and helpers working at the playgroup will have completed an Enhanced CRB Disclosure.

## How parents can take part in the setting

Pyrford Playgroup believes that parents/carers are the most important educators of their children and we would like to work with you to provide the best care and education for your child. We therefore encourage you to take part in making the playgroup a welcoming and stimulating place by:-

- 1 Frequently exchanging knowledge about your child's needs, activities, interests and progress with our staff. You are welcome to chat informally to your child's key person (or any member of staff) at pick up or drop off, or agree a time to get together at a later date for a more detailed discussion.
- 2 Offering to take part in a session, by sharing your own special interests, languages, or skills with the children at playgroup. There may also be festivals or special occasions celebrated in your culture that you could share with the children.
- 3 Taking part in events and informal discussions about the activities provided by the playgroup. Please watch our notice boards for plans for the week and notices about activities that we are focusing on. Your comments and feedback are always welcome.
- 4 Joining in any community activities in which the playgroup takes part. For example the annual Flower Show

## The session

The organisation of our playgroup session begins with the unique child, each one bringing their own values and interests. From here we embrace the child's capacity to *play* with their ideas and make sense of the world around them. By giving the children a secure and stimulating environment in which to play, and with skilled adult intervention, we strive to challenge their ideas and understanding.

We also plan a broad curriculum, whereby children are helped and encouraged to take part in adult-led small or large group activities. These group activities introduce them to new experiences, help them gain new skills and learn to work with others. Children also learn to work through a task to completion.

A plan showing an outline of the playgroup session is displayed on our notice board.

## Starting at Pyrford Playgroup

We want your child to feel happy and safe with us and we will work with you to decide on how to help your child to settle. The playgroup has an Admissions policy, a copy of which can be viewed on the website or provided upon request.

## Clothing

We ask that children are dressed comfortably for both indoor and outdoor play. We access the outdoor area even when the weather is cold so it is essential that the children have cardigans, fleeces and coats and footwear suitable for wet grass.

We supply aprons for messy play, art and craft activities.

We encourage children to gain the skills required to become independent and competent in looking after themselves. These include taking themselves to the toilet and taking off and putting on outdoor clothes. We will of course give help and supervision to any child as necessary.

Clothing, bags, shoes and welly boots should all be clearly named. In addition, clothing that is easy for them to manage will help them gain the skills to become independent.

We ask that you pack a change of clothes, nappies, wipes and nappy sacks (if required) in your child's bag.

## **Snack time**

We provide a mid morning snack and children are encouraged to develop independence by selecting their own snack and drink from a 'Snack Bar.' Children can choose from crackers and selection of fruit and/or vegetables. Milk or water is available and the snack bar remains open for a period of approximately one hour for the children to access in their own time, so that we avoid interrupting their learning. It is a social occasion in which children and adults sit down together. Water is available for children at all times.

## **Policies**

Copies of all of our policies are available to read at any time and are held in a file at Playgroup. They are also available on our website and we request all parents/carers take the time to read these.

Our policies are as follows:-

- 1 Safeguarding
- 2 Behaviour
- 3 Equality of opportunities
- 4 Special educational needs
- 5 Admissions
- 6 Infection control
- 7 Administration of medications
- 8 Complaints, concerns and compliments
- 9 Arrival and collection of children
- 10 Late or non-collection of child
- 11 Security and missing child
- 12 Emergency closure
- 13 Evacuation
- 14 Health and safety

It is important that the staff and parents of Pyrford Playgroup work together to adopt these policies.

## **Terms and conditions**

- 1 To register your child at Pyrford Playgroup, we will ask you to complete an initial information form and pay a £25 deposit to secure the place. This deposit is refundable when your child starts at the playgroup. Please make cheques payable to "Pyrford Playgroup LLP". Please see our Admissions policy for general information and how our waiting list operates.
- 2 Before joining, we will ask you to complete a full Registration form for your child. This will cover lots of important information.
- 3 Current session price for 2 year olds until the term after their 3rd birthday is £19.00. Fees are reviewed annually.
- 4 Funding from the local authority (Early Years Free Entitlement, EYFE), up to 15 hours a week at Pyrford Playgroup, is available for children from the term after the child's third birthday. You will be given the relevant funding forms to complete.
- 5 We accept electronic childcare vouchers. Please check with us as soon as possible, that the playgroup is registered with the childcare voucher company that you wish to use. Electronic vouchers should reflect the invoice total. If the childcare voucher total is less than the invoice total, the difference should be made up by cheque/cash.

- 6 Fees are payable upon receipt of an invoice, termly in advance. Payment should be made within 7 days.
- 7 Fees remain payable in full for any absences during term time, including holidays and sickness.
- 8 We charge for Bank Holidays when they fall during term time, but not when the playgroup is closed during the holidays.
- 9 We reserve the right to increase fees, giving at least 2 calendar month's notice.
- 10 We reserve the right to retract the offer of sessions, under exceptional circumstances that may arise and are out of our control. For example, the sudden loss of a member of staff.
- 11 We require a minimum of 6 week's notice should you no longer require your child's place. Payment in lieu of notice will be due if it is necessary for the parent/carer to remove their child straight away or before the end of the 6 weeks.
- 12 We require a minimum of 6 week's notice should you wish to reduce the number of sessions that your child attends. Payment in lieu of notice will be due for the session the parent/carer wishes to cancel, if it is necessary for the parent/carer to make the session reduction straight away, or before the end of the 6 weeks.
- 13 Our policies and procedures form part of these terms and conditions and can be viewed on our website or a paper copy is available at Playgroup. It is important that you read and understand the playgroup's policies.**
- 14 When your child joins the playgroup, attached to the Registration form will be a copy of these terms and conditions. You will be asked to acknowledge that you have read and agree to them and also confirm that you have read and understood the playgroup's policies.**

If you have any questions, please do not hesitate to ask.

**We look forward to welcoming you and your child to Pyrford Playgroup.**

**If you have any questions, please speak to Katharine or Marion.**