

# **ST. PETER'S PLAYGROUP**

## **PROSPECTUS**

### **NAME**

St. Peter's Playgroup is a Community pre-school nursery, started by members of the Sacred Heart Catholic Church of Sittingbourne. It is a church group and is included in the Roman Catholic Archdiocese of Southwark Charity No.235468. Although we are a Roman Catholic group we operate a first come first served admissions policy and all are welcome. We also have good contact with all local primary schools.

The playgroup was first licensed in 1983, and has continued to grow with the needs of time and progress. Our sessions are held in the O'Sullivan Centre, which is behind the church.

### **AIMS AND OBJECTIVES**

St. Peter's Playgroup offers a safe and caring environment, where children can learn through 'play', fostering the growth of the whole child in an intellectual, moral and social way, confident and ready for full time education. We fulfil the Government led criteria of the Foundation Stage Curriculum, offering activities to promote skills in Personal, Social and Emotional, Communication Language and Literacy, Problem Solving, Reasoning and Numeracy, Knowledge and Understanding of the World, Physical and Creative development. We also follow the initiative of 'Well Being and Involvement' suggested by Kent County Council's education department which is a positive way to assess a child's development.

## **ADMISSIONS POLICY**

We have an 'Equal Opportunities' and 'Special Educational Needs' policy that can be viewed in our procedures folder. We have never refused a place to any child. Every child is an individual with different needs and if those needs can be met within the group or with additional support of outside agencies, any child is welcome to join us. We are licensed to take children from age 2years and a maximum of 32 children at any one session. There is a waiting list, and as very few children leave within the school year, [September to July] it is advisable to enquire at an early date.

## **STAFF**

We have a high staffing ratio that is of great benefit to the children.

The staff are trained to the levels required by Kent County Council licensing criteria. Staff receive 'in house' training and regularly attend relevant courses to help them in their work. All staff are Criminal Records Bureau (CRB) checked.

## **INTRODUCING YOUR CHILD TO PLAYGROUP**

We ask all parents considering to place their child with us, to visit playgroup during a session to see if it meets their needs. You may bring your child with you. Every child is an individual and so there is no 'one' method for introducing your child into the group. Some will be happy to stay with us without parent/carer after half an hour, whereas others will need much longer. We want the children to stay with us happily and be comfortable with their 'new world'.

## **ACTIVITIES**

We offer a wide range of activities:- climbing frames, rope ladder, 'wendy' house with home corner, shop, cafe, bikes and cars with road traffic equipment, train set, cars and garages, tunnels, paint sand and water, craft table, dolls and houses, dressing up clothes, books and quiet corner, jigsaw puzzles, construction toys, musical instruments and many more. We have a wide range of books and equipment that reflects equal opportunities and multicultural life through play. We encourage parents to be involved in projects and some activities are linked with home and playgroup. The equipment is regularly checked, overhauled and upgraded.

## **PROGRAMME OF SESSION**

The child is first registered, and it is the responsibility of the child's parent/carer/minder to make sure the child's attendance is recorded for the day. The child is then in playgroup's care. The child can choose the activities he/she wishes to follow. A staff member is on hand to assist, play, guide or observe. Children may have refreshments at any time.

A definite break is taken for refreshments for the whole group at 10.45a.m. then children are put into small groups of 4-6 to undertake specialised activities with a staff member if they wish.

Included in our programme is the Foundation Stage of the National Curriculum, in six main areas. They are [1] Personal and Social and Emotional development, [2] Communication, Language and Literacy, [3] Problem Solving, Reasoning and Numeracy, [4] Knowledge and Understanding of the World, [5] Physical Development, [6] Creative Development. The Foundation Stage includes learning from age 0 to the end of the reception year at school. You are welcome to view the curriculum document on request.

Our programme for the week can be viewed on the notice board and parents and carers are regularly informed about activities they can join in with their child/children. All records that we keep of a child are the property of the parent and can be viewed at any time. The record will be given to the parent when the child leaves us. The only documents we keep are the original registration document and the Accident and Incident books.

## **OFSTED**

OFSTED is the government body that looks after standards in education from Nursery to University. If you have a complaint that cannot be resolved or you feel they should be made aware of a particular point or action then contact them at their regional centre. As this may change the Telephone number, address and e-mail address is displayed on our notice board.

To view the latest OFSTED inspection report for St Peter's Playgroup Sittingbourne please access the OFSTED website at:

**<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>**

**Note:** Select the St Peter's Playgroup Sittingbourne report using unique reference number 127625

## **TALKING TO STAFF**

The staff is available after every playgroup session to talk with you informally about any matter. If you require an impromptu chat but in private please state this at the beginning of your conversation. If you wish to raise a particular point in private or we wish to speak to you confidentially, we will arrange a time suitable to all parties. There will be two members of staff present and you may bring someone with you if you wish.

## **FEES AND PAYMENT**

The playgroup is licensed by K.C.C. and has passed the Government OFSTED inspection which enables us to obtain payment from them for all 4 year old and some 3 year old children. At the present time children are eligible for a 'free' place the term after their third birthday. The payment covers our session from 9.15a.m. until 12.15p.m. All other fees are payable in advance by the week, month or half term. The current fee for those who do not qualify for a free place is £8 per session.

If you wish to leave your child earlier than the starting time there is an additional charge. Time and charge to be agreed with the supervisor.

We are a registered charity, which means that no one takes profit from the playgroup. Any excess money is put back into the playgroup in the form of equipment etc. Our only income is in fees and fund raising. As we have an equal opportunities policy, we do not wish to exclude children on a financial basis, so although funds are limited, we do try to assist where possible.

## **HEALTH AND SAFETY**

We have appropriate playgroup insurance through our brokers Morton Michel and our certificates are displayed on our notice board. Two or more staff are qualified in First Aid, and all have attended an extensive fire safety training course. We have regular fire drills every term. It is very important that children are collected promptly at the end of each session, as failure to do so causes much unnecessary distress for the child. Our procedures and policies are displayed for you to see and you may discuss them with us as we would welcome your views.

## **CHILD PROTECTION POLICY**

Child abuse is a very emotive subject. Where we suspect neglect, physical or sexual abuse, we will notify the appropriate authority.

## **SUITABLE DRESS CODE**

We ask that children are dressed in clothes and shoes suitable for play, that will allow them to climb safely, and that **NO** jewellery is worn. Children like to dress up and we have many sets of play clothes. Earrings can catch in the fabric and hurt the children, also items can break or get lost and this can upset a child. During the warm summer months we expect the trunk of the body to be covered with no bare middles.

## **DISCIPLINE**

Playgroup could not function without the good will of parents. Discipline is a partnership, between home and school. If a child needs a special programme for behavioural problems, we work with the parents to help the child. If a child behaves badly or is spiteful we calmly talk to him/her and try to show the child how hurtful their actions are. If a firmer discipline is needed we sit a child with a member of staff for a maximum of 2 minutes, quietly, and try to explain why their actions are unacceptable. For persistent bad behaviour where other children or staff maybe put at risk, we will ask you to remove your child from that session. Every child needs to know the boundaries of acceptable behaviour to feel happy and secure. We have a very happy and busy group and these extreme measures are very rarely used.

## **CONTACT**

We hope that this information gives you an insight into our playgroup and you are most welcome to visit us. Parents are kept informed of every aspect of work and events that take place throughout the year, and the staff is always ready to listen to the comments and suggestions of parents. Parents help, views and suggestions are very important to us.

For further information please email the playgroup at: **st-peters-playgroup@hotmail.co.uk**

We do have an emergency number for use while your child is in our care that will be provided when you join us.

We look forward to hearing from you.