



Welcome to Castleton Playgroup

A Member of Wales PPA



CASTLETON PLAYGROUP

WELCOME BOOKLET INDEX

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Statement of Purpose

CASTLETON PLAYGROUP

Marshfield Primary School Grounds
Marshfield Road
Castleton
Cardiff CF3 2UW

TELEPHONE : 01633 680047

E-MAIL: castletonplaygroup2@btinternet.com

Website: castletonplaygroup.co.uk

Facebook Page: <https://www.facebook.com/Castleton-Playgroup-618921468262449/>

PLAYGROUP OPENING HOURS Monday to Friday 7:45am to 5:00pm
(During School term time)

PLAYGROUP TIMES		FEES
Breakfast Club:	07:45am to 09:00am	£6.50
Morning Session:	09:00am to 11:55am	£9.00
Lunch time Club:	12:05am to 1:00pm	£5.00
Afternoon Session:	1:00pm to 3:30pm	£8.00
Afterschool Club	3:30pm to 5:00pm	£7.50

Early Years Funding

3- 4 year olds - Term after 3rd birthday if your child is eligible under Newport City Council criteria. Your child is entitled up to five sessions a week, £6.63 will be taken from your daily session cost.

Please note: there is an additional £1:00 per session charged for children under 3yrs due to the increased adult/child ratio.

Invoices are sent out on a half term basis, payments are due by the end of the second week of the term.

**NUMBER OF CHILDREN
PER SESSION** 18

LANGUAGE SPOKEN English and Incidental Welsh

STAFF

MANAGER:

Miss Sarah Duance

ASSISTANTS:

Mrs Susan Smith

Mrs Maria Collins

Mrs Rawabi Al-Anni

Mrs Carol McIver

The Manager Sarah Duance is a qualified Primary School teacher and all other staff have childcare qualifications, First Aid, Child Protection and are DBS checked.

The Playgroup is a Charity and is run by a committee which is made up of parents and members of the Baptist Church.

We are registered providers of Nursery Education for Newport City Council and are members of the Wales pre-school association (WPPA). The playgroup is inspected by Estyn (Her Majesty's Inspectorate for Education and Training in Wales) and CSSIW (Care and Social Service Inspectorates for Wales).

THE AIMS AND OBJECTIVES OF CASTLETON PLAYGROUP

- To provide good quality provision for children age 2 ½ to 4 years and 11 months.
- To provide an environment where children of all creeds and cultures feel happy, safe and secure.
- For all children to develop at their own pace and reach their full potential.
- To integrate children with special needs into the group, providing them with help and support in order to undertake all the activities of the group.
- To develop the child's speaking, listening and writing skills and encourage their love of books
- To encourage their creative development in art, music and drama
- To investigate the world of maths, science and technology.
- To further develop the child's physical skills
- To help the child to relate to both adults and children and to develop spiritual and moral awareness of the world around them.
- To prepare the child for a smooth transition to full time education
- To work alongside other agencies involved in the care and education of a child.

OUR DAILY ROUTINE

The children follow a structured routine which includes the following

7.45am – 8.30am **Breakfast** (provided by the setting)

9.00am **Morning Session**

Free Play *

Register Time at 9.15am where the day/weather chart and counting of children takes place.

9.15 **Walk over to School Nursery** (for children attending School Nursery)

10.45 **Tidy up Time** and **Snack Time** – Fruit and Milk/Water

11.15 am **Key Worker/Small Group Activities**

11.30 **Pick-up from school Nursery** (for children at school nursery)

11.30 am **Large Group Circle Time** - Story, music, physical activity, songs etc.

END OF MORNING SESSION

AFTERNOON – Lunch (provided by parents).

12.45 **Walk over to School Nursery** (for children attending School Nursery)

1pm Afternoon Session

Free Play* (Register time at 1.15pm)

2.30pm **Tidy up Time**

2.40pm **Keyworker/Small Group Activities**

3pm **Snack Time** – Fruit and Milk/Water

3pm Pick-up from school Nursery (for children at school nursery)

Large Group Circle Time - Story, music, physical activity, songs

END OF AFTERNOON SESSION

AFTERSCHOOL CLUB – Light Snack (provided by playgroup).

Free Play*

*Free Play - Both indoors and outdoors, where the children can enjoy craft, painting, role play, sand and water play, small World, construction, physical – bikes, scooters, balls, climbing equipment, table top activities – puzzles, building, threading, play dough, mark making etc. Children are encouraged to participate in focused tasks (both outdoors and indoors) which are supported and stimulated by the staff.

Outdoor Area

We have a large outdoor play area which is accessed via a ramp at the back of the playgroup. The area is fenced off and has a mixture of grass and all weather surfaces. The children have access to this area in free play in all weathers and group activities.

Admission and Policies

Our Welcome and Policy Booklets are available for parents to read either via our website:- castletonplaygroup.co.uk or via a hard copy from the playgroup.

Health and safety

Please inform playgroup if your child is absent due to illness.

Please remember that children should not attend playgroup if they are unwell no matter how much they wish to come. If a child needs medicine, for example to bring down a temperature they should not come to playgroup. It is very important to inform playgroup if someone else is picking up your child.

If your child has an accident at playgroup, the supervisor will inform you at the end of the session and you will be requested to sign an accident sheet.

Complaints procedure

We hope that you are always satisfied with the service that we provide.

However if you wish to make a complaint please speak to the supervisor who is available at all times. If you feel your complaint has not been resolved then approach one of the committee members who will raise the matter at the next meeting or if the matter is more urgent contact the Chairman - Mr. Reg Dodd. You are able to contact CSSIW at any time during the complaints procedure to discuss your concerns.

Contact –

CSSIW South East Wales

Welsh Government Office

Rhydyar Business Park

Merthyr Tydfil

CF48 1UZ

Tel: 0300 7900126

ADMISSION

A registration form has to be completed and a £10.00 registration fee paid before your child's name will be placed on the waiting list, priority is given to children within our catchment area.

Before a child starts playgroup, parents will be invited to 'Toddler' sessions and then 'New Intake sessions'.

The visit is intended to:-

- give parent information about the group
- staff and parents a chance to discuss the child's needs
- parents to meet other new parents
- Opportunity to ask questions
- Allows your child to familiarise themselves in their new surroundings

Parents have the opportunity to see the full Admissions policy either on the playgroup Web site castletonplaygroup.co.uk, or via a hard copy, which will be given to take home to read – we would be grateful if this could be returned to playgroup.

A copy of the Policy Booklet is always kept on the Parents noticeboard and available on our website www.castletonplaygroup.co.uk

Parents will also be asked to complete a 'Parent Assessment' form that will help the staff meet your child's needs.

Parents are asked to bring proof of residence within the catchment area of Marshfield Primary School (a council tax bill) and a photocopy of their child's birth certificate to the coffee sessions in order to qualify for LEA funding- explained in full on page 7/8/9.

The in-take of new children will be restricted to 3 per session enabling staff to give full attention to the new families.

Children do not need to be dry as we will support parents towards toilet training their child.

Parents and Supervisor will sign a contract designed to ensure the wishes of both parent and playgroup are met and the needs of the child is catered for.

The group will try whenever possible to be flexible to the needs of the family as long as it is the best interest of the child. Unfortunately once final allocation of sessions has been made; it may not be possible to alter your sessions, until a space becomes available. One half terms' notice is required for your child to reduce their sessions or to leave playgroup. If parents require extra sessions, please speak to the manager who will advise you if these sessions are available.

HAPPY INTRODUCTIONS

If your child can settle happily into the playgroup then he/she will find confidence when going into the world of school, so a happy introduction to the playgroup is important. It is hoped that your child will settle with encouragement from our friendly staff. All children are different when it comes to settling into playgroup and we will treat each child individually and ensure their first few days are enjoyable. When the time comes to say 'goodbye' to your child, do not slip out without them knowing. A quick goodbye with a confident voice is best when you leave your child -always give them a kiss and tell them you will be back soon. You will be telephoned if your child does not settle.

CHILDREN IN PLAYGROUP

Play is the young child's way of learning about his/her self and the world about them. To most adults the term 'play' conjures up a rather pleasant but frivolous activity, something that may keep a child occupied. To the child, however, play is serious and the younger the child, the less he/she distinguishes between 'play' and 'work'.

During some activities they may get messy, so please dress your child so that he feels comfortable in some old and easily washed clothes.

Children need to bring coats to every session, as they will have the opportunity to play outside in all weather.

BREAKFAST CLUB

Breakfast Club is available before the morning session. Children have a choice of cereals and toast. Activities and free play are available up until 09.00 when the morning session starts.

LUNCH CLUB

Children who attend lunch/wrap around club are required to bring a packed lunch with them. Please place an ice pack into their lunch box as we are unable to refrigerate lunch boxes. Small amounts of simple healthy food are best, in containers that are easy for little fingers to open!

AFTER PLAYGROUP CLUB

A small snack and drink will be provided for your child. This could be toast, wrap, crumpet, crackers, fruit and yogurt etc. Free play will be available up until pick up.

EQUAL OPPORTUNITIES

We are fully committed to the active promotion of equality of opportunity for all children and adults involved in the provision. We will try to provide a curriculum that reflects the fact the world is a multi-cultural society. We are aware of the important of providing a positive image towards race, religion, language, gender and disability.

CHILDREN WITH A SPECIAL NEED

Like all other children, children with a special need learn through social, skilful, energetic and imaginative play.

It is vital they be given the chance to play with other children and join in the activities of the group irrespective of how much extra time or help they may require to do this.

Staff will work with the child's parents and other professionals- with parental consent, to ensure the environment and activities are appropriate to help the child reach their full potential.

The 'Special Needs Co-ordinator' will work with parents and any other agencies to develop an 'Individual Educational Plan'.

The group have a policy relating to children with a special need, in the Policy Booklet.

EARLY YEARS EDUCATION FOR 3 and 4 YEAR OLDS

In September 1998 the playgroup became part of the 'Newport Children and Young Peoples Partnership... The 'Partnership' are responsible for co-ordinating and developing 'Early Years Education in the Newport area. As part of the 'Partnership', the playgroup benefits from the advice and help of an 'Advisory Teacher, additional training for staff, grants and funding for the 3 and 4 year old children.

Every 3-6 years the playgroup is inspected by 'Estyn' (Her Majesty's Inspectorate for Education and Training in Wales). The inspector produces a report, which along with the Report Action Plan is always on the playgroup noticeboard.

All aspects of the group are looked at – curriculum planning, child assessments and records, parental involvement, staff qualifications, training, working relationships, attitudes towards the children, level of teaching and how we provide for the children in order for them to develop within the Foundation Phase Framework.

There are seven areas of learning:-

WELSH LANGUAGE DEVELOPMENT

The children will be given opportunities throughout the year to hear about Wales. We aim to enhance the children's experience of life in Wales, by talking about their locality, about names, people and events. Simple greetings, commands, songs and stories will be introduced so that the children are made aware of the Welsh Language

PHYSICAL DEVELOPMENT

The focus is on the children developing control over their bodies, having an awareness of space and being competent and confident with manipulative skills - for example - mark making, using scissors, construction toys, hoops, parachutes, as well as the larger outside equipment. It is important for children to experience all weather outside play.

LANGUAGE, LITERACY AND COMMUNICATION DEVELOPMENT

Children will be encouraged to talk with growing confidence, expressing their ideas, listen with increasing attention and concentration, enjoy listening to stories and rhymes during circle time and experiment in mark making and early writing.

PERSONAL & SOCIAL DEVELOPMENT / WELLBEING & CULTURAL DIVERSITY

The children are helped to settle into their new environment and become part of new friendship groups. They are encouraged to take responsibility for personal hygiene and develop good eating and social habits. They will begin to express their own views, ideas and feelings and be aware of and accept the different needs and views of others, by sharing and cooperating. This is to increase self-esteem, self-awareness and confidence

MATHEMATICAL DEVELOPMENT

The children will be given the opportunities to sort, match, sequence and compare familiar objects. Through number rhymes and songs they will develop their understanding of numbers, counting to recognise numbers and to match number to patterns and sound.

KNOWLEDGE & UNDERSTANDING OF THE WORLD

The children are encouraged to develop an understanding of themselves, other people, the environment around them and events that happened in the past. They are encouraged to use all their senses to explore the world in which they live. Activities include cooking, observing plants and animals, valuing other cultures and languages, and looking at photographs and objects from the past.

CREATIVE DEVELOPMENT

The children are given opportunities to observe and explore colour, texture, pattern, shape and space, using a variety of media and tools. The children's work is very, very important, we consider each child's experiences to be of the greatest value and all praise is important to build your child's self-esteem. Children will be encouraged to sing songs in Welsh and English and use musical instruments to enhance their compositions. Children are able to dance using ribbons and large pieces of material to move with the rhythm of the music.

FUNDING

Funding for the 3 and 4 year olds comes to the playgroup from the Newport Local Authority. Cross boarder funding is at their discretion

Children receive funding starting in the term after their 3rd birthday as set out in the following chart.

BORN

1st September – 31st December

1st January – 31st March

1st April – 31st August

FUNDED

January onwards

Easter onwards

September onwards

The funding does not cover all the running costs of the group, consequently, a top up fee of £2.37 per am session and £1.37p per pm session, is charged throughout the year.

Parents of funded children will be asked to: -

- Sign funding forms
- Sign an agreement of terms and conditions form
- Provide a photocopy of their child's birth certificate to be sent to the LEA
- Provide proof of residency – Newport council tax bill.

Please note children must be attending 3 sessions in order to receive the funding.

RECORDS AND ASSESSMENTS

During your child's time at playgroup certain assessments on their progress will be made.

The assessments revolve around Foundation Phase Framework previously detailed.

These records will be kept in the strictest confidence and will be passed to the school at transition.

Parents are welcome to speak to staff and see their child's records at any time.

'Home link' sessions will be arranged in the Autumn and Summer term for parents to speak to the Supervisor and see their child's records.

A written report will be issued to parents in the summer term before their child starts school.

Please do not hesitate to speak to staff at any time if you have any concerns or want a general chat about your child.

PLAYING TOGETHER

Castleton Playgroup welcomes all children irrespective of creed, colour or ability. All children are individuals and are treated as such. Children of all abilities are helped and encouraged to develop at their own pace without bias or discrimination by the staff or children of the group.

Children will be discouraged from an activity ONLY if they are using unacceptable behaviour or are endangering themselves or others.

During your child's time at playgroup they will be developing their basic social skills which will enable them to get along with other children and adults, boost their confidence and self esteem, and provide the foundation for developing good values and morals.

Children will be given praise, support and encouragement in order to promote good behaviour.

The children are encouraged to:-

- Share, take turns and play well with other children
- Respect themselves, other children and adults
- Express their feelings in an acceptable manner
- Listen and respond to requests
- Respect their property and that of others
- Accept the authority of the adults in charge

Occasionally unacceptable behaviour occurs, for example:

- Upsetting or hurting other children
- Interfering with other children's play
- Using bad language
- Deliberate destruction of property
- Refusing to co-operate
- Any form of violent or racist behaviour
- Bullying

Whenever unacceptable behaviour occurs: -

The child's inappropriate behaviour is stopped

The adult will speak with the offending child - gaining eye contact explaining clearly why their behaviour was unacceptable

If a child's behaviour is persistently unacceptable or very offending to other children, they will be removed from the incident and will spend a short time in another part of the room. During this 'time-out' an adult will again explain in very clear language why their behaviour was unacceptable – the behaviour and not the child will be rejected.

Direction or correction will be given in a positive way.

In all cases of unsociable behaviour towards others, the child is encouraged to say sorry in some way to the person they have offended.

The 'victim' will be given comfort and support until ready to return to play.

We do NOT smack, shake, humiliate, ridicule nor leave children in isolation for prolonged periods, nor make them feel unwanted or unvalued.

STAYING SAFE

ROUTE TO AND FROM PLAYGROUP/WALK OVER TO MARSHFIELD NURSERY SCHOOL

The suggested route to playgroup – As there have been numerous building changes within the school grounds, we are awaiting to hear from the school for the safest routes.

The usual safety rules still apply and need to be followed at all times:

Please do not walk through the car park.

Parents are responsible for their child until they have departed the building.

Please do not let your child walk from any of the gates to playgroup alone.

ARRIVAL PROCEDURE

For normal playgroup sessions, doors will open at 9.am and 1.00pm. Parents bring their children in and encourage them to find their coat peg, hang up their coat and bring them in to the playgroup. A member of staff will stay on the door until all the parents have departed.

The manager is available at this time if you want to talk about your child.

Any umbrellas must be taken home, as they can be a danger to other children. For the safety of your child, staff must be advised on arrival if anyone other than yourself is to collect your child.

DEPARTURE PROCEDURE

The door opens at 11.55am and 3.30pm and a member of staff will stay on the door until all children have gone home. The children must sit down until their name is called. Adults will also sit with the children ensuring they do not go before their name is called. If at any time the adult has to leave the door, for example an emergency with a child or adult, the door will be shut.

Please collect your child on time as it can be distressing for them to be left when all the others have gone home. If for any reason you are unexpectedly delayed at this time please phone playgroup 680047 as soon as possible.

Any dogs must be left outside the school premises.

Please keep older children away from the door in order to ensure playgroup children do not get lost between playgroup and awaiting adult.

ARRIVAL AND DEPARTURE FOR FLEXIBLE HOURS SERVICE (WRAP AROUND)

On arrival to breakfast club/Lunch club and pick up after school hours, parents will need to knock on the door and a staff member will greet you.

When picking up your child from Lunch Club and After School Club, parents will be invited into the cloakroom, whilst a member of staff fetches your child from their activity.

LATE COLLECTION OF CHILDREN

In the event of a child not being collected at the usual time the staff will:-

- Phone contact numbers. If the parent is contacted a staff member will stay with the child on the playgroup premises until the parent arrives.
- If the parent or any of the emergency contact numbers cannot be contacted, a member of staff will stay with the child at the group for up to 1 hour. During this hour the manager will continue to try and make contact with authorised adults
- If no contact is made after 1 hour the child will be deemed abandoned and the police will be called.
- For every 15 minutes that your child intrudes into another session, there will be a charge of £5. This charge will continue until they are picked up.

HEALTH ISSUES

The following information from the 'Health and Safety for Playgroups, Nurseries and Schools' may be helpful:-

Gastro-Enteritis	Children should not return until 48 hours after the last symptoms. (CSSIW advise)
Sickness/diarrhoea	
Impetigo	Once the spots/scabs are covered and treatment has commenced the child can return to playgroup.
Head Lice	Easily passed from one child to another. Check your child's head regularly, particularly behind the ears and the nape of the neck. Your child is not infectious once the appropriate shampoo has been used – available from Chemists.
Chicken Pox	A child is infectious from one day before the spots appear until they have all scabbed over. Exclusion – 6 days from the appearance of rash.
Conjunctivitis	Extremely infectious. Exclusion period – until the eyes stop running.
Measles	Infectious a few days before and 5 days after the rash appears.
German Measles	Exclusion 4 days from the appearance of the rash.

Tonsillitis	No official exclusion period but children should be kept away until they are free of the symptoms.
Swine Flu	Children should return only when completely well. See Pandemic Policy in Policy Booklet

IF A CHILD NEEDS MEDICINE TO BRING DOWN A TEMPERATURE THEY SHOULD NOT COME TO PLAYGROUP.

SAFETY DRILLS

Fire drills are undertaken every half term.
 Fire alarms tested every half term.
 A copy of the 'Fire Procedure is on the noticeboard.
 'Outside/In' drill undertaken every half term – procedure in Policy book.
 Care is taken not to frighten the children in any way.

CAR PARKING

The school car park is closed.
 Parents and volunteers can only park in the car park if they have permission from the school.
 Parents may use the car park if they have been asked to collect a child who is unwell – please ensure access is kept clear.

PLAYGROUP POLICIES

The playgroup has devised a set of policies which cover:-

Child Protection	Health and Safety	Staff and Employment
Children with a Special Need	Equal Opportunities	Student Placements
Admissions	Confidentiality	Food and Diet
Parent Involvement	Equipment and Toys	Complaints Procedure
Behaviour	E-Safety, Network and Mobile Phone	

A copy of the Policy Booklets are available for parents to read either via our website - castletonplaygroup.co.uk or via a hard copy from the playgroup.

CASTLETON PLAYGROUP CONDITIONS

1. A fee of £9.00 (am)/ £8.00 (pm) per session or a top up fee of £2.37(am)/ £1.37(pm) per session (if funded) per child is payable in advance per half term. (An additional charge of £1 per session for children under 3 years, due to increased adult/child ratio). Bank details are displayed on your invoice for parents wishing to pay online or Cheques payable to Castleton Playgroup.
2. Parents must advise playgroup if their child is unable to attend due to illness or holidays. The fee is payable for missed sessions due to illness and holiday's. Fees are only waved if a child is hospitalised.
3. One half terms' notice is required to reduce your child's sessions or to leave playgroup.
4. Each child is to be collected by an adult known to be responsible for him/her. A member of staff is to be informed if there is a change of arrangement.
5. Children of 2 years 6 months to 4 years 11 months accepted 'Pull-up' nappies may be worn if not potty trained. Playgroup will work with parents to help potty train their child.
6. No child to attend if obviously unwell.
7. Old clothes should be worn. Coats etc. must be marked with the child's name or no responsibility can be accepted.
8. Milk and fruit are given mid-session (water is also available).
9. We encourage healthy lunch boxes. Sweets are not permitted during the session.
10. Parents are asked to participate with fund raising, the proceeds of which will be used to provide new equipment, outings etc.