Welcome to Hempsted Playgroup

What you need to know.

Hempsted Playgroup is a Charity; it is run by a small group of volunteer parents.

“A Committee” but your help and support is vital.

 Fundraising is paramount to a Charity Playgroup. Without fundraising we could not afford repairs and improvements, new toys, craft and educational resources. We couldn’t afford treats for the children.

 In 2014 Playgroup had to have some very extensive and expensive structural repairs, costing in the region of £40,000.00. The committee, staff, families, and friends have worked hard fundraising and applying for grants, sponsorship, and donations to help cover this cost, but it is ongoing.

 This repair has taken all our resources saved over 17years, and we urgently need more funds. We currently have parents looking into grants, fundraising events, donations and sponsorships. Please help we need you !!!

Key Person

 Each child is allocated a key person when they first enter playgroup. This person will help your child settle in and be mainly responsible for the paperwork and learning observations of your child. If you have any questions, or want to know more please ask. All members of staff are responsible for the care of every child and will be able to help if you have a question. Sometimes if a child takes a particular likeness to a member of staff, they may change their key person.

Playgroup Uniform

 Playgroup does encourage the children to explore messy play, so please do not send your child into playgroup in their best clothes. Comfortable and easy to change clothes are better suited. We do have on sale playgroup t-shirts all with the playgroup logo embroidered on. If you would like to order one please ask a member of staff.

Please Name Everything

 Please also name everything that your child comes in with. That includes their drinks bottle, lunch boxes, hats, sun cream, coats, t-shirts etc…… you’d be surprised how many identical items the children have, and how often a child will not recognise their belongings or put their hand up to someone else’s.

Penny Pots/Snack Pot Money

 Please can supply your children with a little tub, this is called their penny pot. Please can you decorate it and put their name on it and if possible put a few pennies in it. The children can then empty this into the big penny pot at circletime; this money goes towards craft items, sand and exhausted resources.

 Every day we supply a healthy snack to the children, fruit or vegetables, a savoury item and milk or water. We also use or themes to explore various different or more exotic foods from around the world. There is a snack pot positioned by your children’s drink tray, if you could kindly contribute 20p each day your child attends, this money helps towards the fruit, vegetables, crackers, biscuits and other foods your child will have the opportunity to try and consume while they are here with us.

Lunchtime

 We do aim to promote healthy eating. Please do not send your child in with chocolates, sweets, any nut products or overload their sandwich boxes. Please see our lunch ideas on our website or visit http://www.nhs.uk/Change4Life/Pages/healthy-lunchbox-picnic.aspx

Absence

 Please if your child is absent either because of Holidays, Appointments or Sickness from playgroup can you ring and leave a message. It helps if we know how many children are off and whether they all have the same illness. Telephone 01452 500040

 There is increasing awareness of the need to confirm the safety of children absent from their setting, where the staff has no prior knowledge that the child will be absent. With this in mind, if we haven’t heard from you by 9.30am, we will ring you or a family member on the emergency list to check everything is ok.

Illness

 Please do not send your child in if they are unwell. With sickness/diarrhoea, children suffering with either or both should not return to playgroup until at least 48 hours have passed since the last symptom.

Arrival and Pick Up

 When you child arrives, please sign them in at the gate, they will then find their photo coat peg, place their bag under the bench and sit down ready for registration.

Please arrive on time

 We do have a morning schedule. If you arrive late it does cause a disruption to the other children and delay their playtime.

 When picking up please sign your child out, if you are unable to get to us or are sending someone else to pick up your child please ring us and let us know. We will not allow your child to be taken by anyone other than who is on the registration sheet unless you let us know. The safety of your child is paramount to us.

Invoices

Invoices will be issued at the beginning of each term and are payable within 7 days of the invoice date. If you have any difficulties with paying, please speak to our Playleader {Sharon) or treasurer (Becki).

We accept childcare vouchers.

Parent and Playgroup Partnership

 We believe that parents and staff working together is of major value and importance when providing a happy, caring, and stable environment for children.

 We like parents or grandparents to be actively involved within all areas of playgroup life and promote this by offering a “Stay and Play” session.

 These sessions give you an opportunity to get to know the staff and your child’s key person better, to participate in your child’s activities and gain an understanding into the various learning activities and experiences we offer.

If y If you would like to visit, maybe read a story, do some baking or gardening with the children, please do say, it is lovely for the children and for you to spend a little quality time sharing an activity.

 We update our website regularly with our terms themes, activities and songs. We have a secure group Facebook page to keep you informed on what’s going on. We also have a parent notice board with information on.

Weather

 Please look at the Adverse Weather Policy on our Website.

 [www.hempstedplaygroup.com](http://www.hempstedplaygroup.com)

Policies

 All our policies are on our website, [www.hempstedplaygroup.com](http://www.hempstedplaygroup.com) please do take the time to read them.

Free Funding

In England, Ofsted-registered early years providers are able to offer free early years education and childcare for children aged 3-4 and, in some instances, aged 2.

All parents can claim 15 hours per week now, and from September 2017 eligible working parents of 3- and 4-year-olds will be able to claim up to 30 hours per week.

Eligible parents can now begin applying for 30 hours and Tax Free Childcare through the government's online [Childcare Service](https://childcare-provider-checker.tax.service.gov.uk/).

Providers are paid directly for these hours by their local authority using rates worked out according to the Early Years National Funding Formula (EYNFF).

ll \*\*\* Some 2-year-olds are also eligible. Please look into “Achieving Two Year Olds” \*\*\* http://www.gloucestershire.gov.uk/Achieving-2-Year-Olds

Committee and Friends

 You will hear us mention on many occasions that we are a Charity and we are run by a committee of volunteering parents. Without them, there would be NO playgroup. If you would like to help in any way big or small please do speak to them, Jane Moss is our Chairperson, Becki Clayton is our Treasurer, Kiri Hopson is our Secretary. They are assisted with a small group of parents (Friends) who help arrange and think of ideas for fundraising. Please come and see us if you are interested in being on the committee or just a friend to help.

 We do need your help !!!

 A polite reminder from the School, please do not park your car on the school drive or on the yellow zigzags outside the school, this is for the safety of all the children.

 Many thanks for your help as always

 Sharon, Paula, Jane and Charlie-Ann