

# Welcome to Woodchester Playgroup



Woodchester Playgroup has been established in the village for over 35 years. We are situated in the grounds of the Ofsted "outstanding" Woodchester Endowed Primary School with which we share close links. A dedicated and wonderful small team of staff encourage the children to flourish and grow. Please visit our website for more information.

## Our Sessions

Woodchester Playgroup accept children from 2 years & 9 months to school age. We are open during term time only; our daily opening hours are: Monday to Friday 9 - 3

**Fees:** Children can attend mornings only (9-12 - £15.00) or all day (9-3 - £30.00). There is always flexibility with new starters.

Fees are payable on a half termly basis (about 6 weeks) and each school year consists of 6 half terms. Parents are invoiced by email at the beginning of each half term and the Payment should be settled by the due date. Please note fees are still payable even if your child is absent through illness or holiday.

We are in receipt of the Early Years Free Entitlement funding for 3 and 4 year olds. Children become eligible for the funding the term after their third birthday and this provides them with 15 free hours a week childcare. Should your child attend more than 15 hours a week you will be invoiced for the shortfall unless you are eligible for the 30 hours funding. Check online for details [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to see if you are eligible.

**Meals and Snacks:** The children will be offered a snack mid-morning. Snacks will promote healthy eating such as fruit, breadsticks, carrot sticks, cheese and crackers. We offer a drink of milk at this time, and water will be available throughout the day. Children staying all day will need to bring in a healthy packed lunch and water bottle.

**Non-compulsory Uniform:** Playgroup sweatshirts and t-shirts are available to purchase from Batemans in Stroud.

**Unofficial one-way system:** To ensure the safety of all, school have an unofficial one-way system for the school/playgroup drop off/pick up. Please approach Church Road from the top by The Royal Oak and follow the road around past the church. Alternatively, park further away and walk part of the way. **No stopping or parking on the zigzags.**

**Drop off/Pick up arrangements:** **Drop off** - Come through the FRONT PLAYGROUND, through the side gate (by the scooter park) along the side of the school field and wait on the back playground. Staff will come out to the playground and ring the bells; the children will filter into the playgroup building. **Pick-up** - Please come through the FRONT PLAYGROUND and wait near the scooter park/end of the playground. We will bring the children to the side gate. Please ensure you leave the playground promptly (unless collecting a school child). For a 12 pick-up, please wait outside the gates in the staff carpark outside the school reception area.

**Wow vouchers/Learning at home:** We encourage you to share your child's achievements and success at home. This can be from Wow vouchers or adding photo's/comments on the digital Learning Journey at home.

**The Learning Book:** When your child is set up on Learning Book you should receive a registration email which will enable you to activate it and set up a password to access it. Information to login is: My Learning Book Parents - Login page - Parent Portal - email and password



**Absence/Illness:** Please let us know if your child will be absent from their session.

**Fundraising:** We are a registered charity and to enable us to keep our fees low, we rely on various fundraising events throughout the year. We depend on your help for this. All parents are welcome to share any ideas at our half term committee meetings.

**Policies:** These can be found on our website or we hold a copy in setting.

Please note we hold a No smoking on site policy.

### **Playgroup Routine**

**9.00am:** Children arrive and are settled down in the book corner for registration.

**9.05am:** Children choose their own learning and free play. Child initiated art and craft along with Adult led art, craft and cooking activities. sand/water/sensory play. Mark making.

**10.15am:** Bells are rung for "Tidy up time" Children encouraged to help with tidying up, putting toys away and caring for their environment.

**10.30am:** "Talk about time" Children come together as a whole group in the book corner. We talk about the days of the week/month/birthdays, weather, how many children/adults. We use our daily board as a visual aid and children help to stick on pictures/numbers etc. The children share their news, ideas and opinions - encouraging listening skills and taking turns.

**10.45am:** Toilet/Wash hands before snack time in our key groups.

**11.00am:** Children choose and look at books.

**11.05am:** Outside Play: mud kitchen, ride on vehicles, hoops, tyres, ladders, bats/balls, sand/water, large construction, tents and tunnels, chinks, musical instruments, loose parts play.

**11.45am:** Circle time, story, rhymes and songs.

**12.00pm:** End of session for morning children and Lunchtime.

**12.45pm:** Children choose their own learning/free play, small group activities. Inside and outside play.

**2.30pm:** Afternoon drink. Storytime, games and rhymes.

**3.00pm:** Home time.

### **Staff**

Bev Fowler	Playgroup Leader & Safeguarding Lead	Blue Key Group
Cherril Wenban	Deputy Playgroup Leader, sendco and Deputy Safeguarding Lead	Green key group
Emma Jones	Play Assistant	Red Key group
Kath Clark	Play Assistant	Yellow Key group
Wendy Hickey	Play Assistant	
Sarah Wilson	Play Assistant	
Frankie Cheminais	Play Assistant	

### **Key Person**

Each child will be allocated a key person. Their role is to help ensure that every child's care is tailored to meet their individual need and to help the child become familiar with the setting. Your child's key person will use observations, assessments and planning based on the EYFS and your child's interests to help them learn, develop and grow.

### **Contact Details**

Woodchester Playgroup,  
Church Road,  
North Woodchester,  
Stroud,  
GLOS  
GL55PD

**Telephone:** 01453 873004

**Email:** woodchesterplaygroup@eygloucestershire.co.uk

Ofsted Registration Number: 101715

Registered Charity Number: 292714

# Registration Form

Child's first name:	M/F:	Surname:	Date of birth:
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## Parent/Guardian details

Title:	First name:	Surname:	Title:	First name:	Surname:
Home address:			Home address (if different):		
Does the child normally live at this address?    Yes / No			Does the child normally live at this address?    Yes / No		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
N.I number:			N.I number:		
Does this person have parental responsibility?    Yes / No			Does this person have parental responsibility?    Yes / No		
Does anyone else have parental responsibility for this child?    Yes / No (If yes, please provide details on back)					

## Additional Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

## Child's Doctor

Name of Doctor:	
Surgery Name and Address:	Telephone:

## Additional Information (optional)

Childs first language:	Family religion:	Ethnic origin:
Other languages spoken by child:		

**Additional Information:** Please let us know of any health problems, additional needs, special dietary/religious requirements, Allergies, medication or anything else we should know about your child:

**Other professionals involved with the family:**

It is a requirement by Ofsted to have a record of which parent, carer, other adults or children your child normally lives with. Please provide names and addresses of all the people and on which days this information relates to.

DAY	NAMES	ADDRESS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

People authorised by you to collect your child:

Password:

I hereby give permission for my child to receive BASIC FIRST AID and/or ANAESTHETIC/TREATMENT in hospital in case of a medical emergency during my absence.

**Signature of parent/Guardian:**

**Date:**

# Woodchester Playgroup Booking Form



Name of Child: .....

Date of Birth:.....

Start Date:.....

Woodchester playgroup charges an hourly rate of £5.00

Please confirm if eligible for Early Years Free Entitlement. YES/NO Top up payment. YES/NO

I would like to book the following sessions:

	9 - 12pm £15.00	9 - 3pm £30.00
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Notes

I agree to the above sessional times and costs. If I do not receive funding or need to pay a top up, I will pay the invoice by the due date.

## Payment Terms and conditions.

- You will be invoiced by email half termly for the sessions you have booked for your child.
- Fees must be paid by the due date.
- All absences previously booked must be paid for.
- Please notify the playgroup if your child will be absent from their session.
- If invoices are not paid on time your space will be cancelled and methods sought to redeem outstanding payments.
- The penalty charge for continued late collection is £3.00 for every five minutes.
- If a child has not been collected at the end of their session, we will follow our uncollected children procedure.
- Fees may increase periodically in order to cover running costs. You will be notified of any increases.

I have read and agree to the Terms and Conditions of Woodchester Playgroup.

Signed: ..... Date: .....

Privacy Notice/Data Consent - Please read our Privacy notice policy 10.1 on our website

Could you please sign the statements below to ensure you are happy with the collection, storing and processing of personal data and information. Some of the Data will be stored in a manual file in a locked filing cabinet at playgroup and some will be stored on a password protected laptop in a locked filing cabinet at playgroup.

**Name of Child:** .....

I am happy for Woodchester Playgroup to request and store required information relating to my child's name, age, additional needs, family details including parent's details and other family/friend's details including address, telephone numbers, doctors etc.

**SIGN:**

**DATE:**

I am happy for my child's data to be disclosed to authorised recipients relating to childcare vouchers, Learning Book, Gloucestershire County Council and the administration necessary for Woodchester Playgroup and Woodchester playgroup financial administrator to perform its duties and obligations eg names on attendance registers, email addresses for invoices, information for funding portal.

**SIGN:**

**DATE:**

I am happy for my child's data, if necessary, to be disclosed to authorised parties in relation to my child's health, safety and welfare eg school teachers and outside professionals. You will be notified unless it puts your child at risk of significant harm.

**SIGN:**

**DATE:**

I am happy to ask for right of access to my child's personal data.

**SIGN:**

**DATE:**

I will ensure that the personal data Woodchester Playgroup hold remains accurate and up to date and will let the Data Protection Leads (Bev) know of any changes.

**SIGN:**

**DATE:**

I understand that my child's personal data will be kept for 3 years after leaving Woodchester Playgroup and disposed of securely when it is no longer required by shredding. (In certain circumstances up to 21 years)

**SIGN:**

**DATE:**

I understand that I have the right to restrict processing of my child's personal data and will let the Data Protection Leads (Bev) know if I have any concerns.

**SIGN:**

**DATE:**

I understand Woodchester Playgroup have an appropriate data protection policy.

**SIGN:**

**DATE:**

Woodchester Playgroup Child Protection Responsibilities



As a provider of childcare registered with Ofsted, we are required to follow our child protection procedures to fulfil our responsibility to safeguard children.

As a provider of childcare involved in the care of your child, we will share with you any concerns we may have regarding injury or specific issues of concerns at all times. A confidential record of such incidents will be kept and shared with you.

We do have a duty to refer to the (GSCP) Gloucestershire safeguarding children partnership if we suspect your child is at risk of child abuse. We will inform you if we make a referral unless this would place your child at risk of significant harm. Our responsibility is to safeguard children and our first concern will always be the welfare of your child.

.....

I ..... (Name of person with parental responsibility)

Have read and understood the above statement and agree with the procedures to safeguard my child.

Signature of person with parental responsibility: .....

Name of child: .....

Date: .....

# Parent/Playgroup contract - To be signed by person with parental responsibility

CHILDS NAME..... PARENT/CARER NAME.....

- I/We understand that parents will be invoiced via email by the playgroup's financial Administrator. No refunds will be given for absence whether for holidays or sickness unless the latter is long term. Fees will only be refunded for unforeseen circumstances (eg snow/heating) if the closure is for 2 or more consecutive playgroup days. One terms notice (based on 6 terms per annum) is required should I/We no longer require our child's playgroup place. I give permission for my email and details to be passed to the financial administrator for administrative duties.

**Signed:**

**Date:**

- From time to time we have photographs taken of the children engaged in their usual playgroup activities or if we have special visitors for our playgroup album and/or for publishing in the local paper/Woodchester word.

I/We give permission for our child's photograph to be used within the playgroup

I/We give permission for our child's photo to appear on the playgroup website (unnamed)

I/We give permission for our child's photo to appear in local publications

**Signed:**

**Date:**

- I/We give permission for staff to undertake observations of my child as part of the ongoing assessment of my child. These observations will be in the form of photographs and written observations on the learning book. Any additional observations will be stored in your child's file.

**Signed:**

**Date:**

- I/We give permission for information to be shared with other relevant professionals eg: early years help, speech and language therapy, physiotherapist, health visitor, teacher, Doctor etc

**Signed:**

**Date:**

- I/we give permission for my child to use/play on the school fort and balancing equipment, playground, tyres, woodland area and use own scooters with helmets. (supervised by staff)

**Signed:**

**Date:**

- I/We understand the staff are only covered by the playgroups insurance to look after our child during playgroup hours (9am-3pm). On arrival prior to the start of the session, I/We are responsible for our child. Once our child has been passed to the collecting adult at the end of the session the staff are no longer responsible for supervising a child.

**Signed:**

**Date:**

- During warm/hot weather, please make sure sun protection cream is applied before your child attends playgroup and that your child brings a sun hat.

**Signed:**

**Date:**

- I/We give permission for my child to go on local walks with staff and volunteers from Woodchester Playgroup. This will always be in small groups with high adult to child ratios. High vis tabards will be worn.

**Signed:**

**Date:**

- I/We give permission for my child to receive **BASIC FIRST AID** and/or **ANAESTHETIC TREATMENT** in hospital in case of a medical emergency during my absence.

**Signed:**

**Date:**

- I/We agree that if any circumstances change, we will immediately notify the staff and amend any details to records.

**Signed:**

**Date:**





At Woodchester playgroup we use an educational software system called 'Learning Book'. Every child will have their own individual online electronic learning journal. By logging on with a secure username and password you will be able to access your child's learning journal. Parents are only able to view their own child's journal and all information is stored on a highly secure server.

Learning Book online learning journeys allow you to view your child's observations and photographs from their time at playgroup. We will also reference and link your child's learning to the EYFS curriculum. This will keep you informed of your child's learning and development across all the areas.

Learning Book allows you, as your child's primary educator, to add observations and photographs of your own as well as share comments. We love to hear about learning and WOW moments from home.

Because children play in close proximity with their friends it does not reflect a true picture of their time at playgroup if photographs are only single child. Therefore, photographs of your child may appear in their friends learning journeys.

E-Safety is extremely important to us and we therefore ask you to sign the agreement below to show that you have read, understood and agree with our guidelines. If you have any questions please speak to a member of staff.

Once your child's learning book is set up you should receive a registration email from learning book where you will be able to set up your own password to access it.

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**Agreed guidelines for accessing and using Learning Book 'online Learning Journeys'**

As a parent I agree that I will:

- **NOT** publish any of my child's observations, comments or photographs on any social media site.
- Keep the 'log in' details within my trusted family members.
- Accept that my child's photograph may appear on their friends Learning Journey and I may see pictures of my child's friends on my child's Learning Journey.
- I will speak to a member of staff if I have difficulties accessing my child's Learning Journey.
- Ensure that my comments are used to support my child's learning journey in a positive manner.
- I agree to the above guidelines.

NAME OF CHILD: -----DATE: -----

PARENT SIGNATURE: -----PRINT NAME: -----

By signing and returning this form you agree to the playgroup creating a Learning Book online Learning Journey for your child.

# Consent to Share Information

This consent form is to be used in conjunction with the information sharing leaflet which outlines your full rights around how we use your information. If the young person is 13+ and has a full understanding then consider completing the consent form with them.

Child/Young Person's name:		DOB:	
Parent/Carer's name:			
Parent/Carer's name:			

- I have been informed about the need to share information about me/my child so those working with me/my family can work together.
- I have been given the opportunity to discuss what sharing and not sharing information will mean to me and my family.
- I have received a copy of the sharing information leaflet.
- I understand that my information will be held securely in accordance with the Data Protection Act.
- I understand there may be circumstances where information will be shared without consent and I understand when these are.

*[tick one]*

- I agree that my/my child's personal information may be shared between those involved with me/my child
- I do not agree that my/my child's personal information may be shared between those involved with me/my child.
- I agree that my/my child's personal information may be shared between those involved with me/my child with the exception of: \_\_\_\_\_

If the young person is aged 13+ and you deem them able to understand the process of consent then you should also ask for their consent.

Signature of Young Person:		Date:	
Signature of Parent/Carer:		Date:	
Signature of Parent/Carer:		Date:	

I have fully explained to the Young Person/Parent/Carer about information sharing and the involvement of other (external) services.

Name of Worker			
Signature of Worker:		Date:	
Agency/Service:			

Things I like:

Things it will help you to know about me:

Things I don't like:

When I am happy I ...

## Communication Passport

When I am sad I ...

Name:

D.O.B.:

Setting:

When I am anxious I ...

When I am distressed these things help me ...

When I am angry I ...

Moving around and staying safe:

These people help me (eg. physio, ATS):

Things I want to achieve: