



MUDCHUTE EAST LONDON COUNTRYSIDE

Mudchute Farm Day Playgroup
Pier Street
Isle of Dogs
E14 3HP

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To: All New Parents / Carers

Welcome to our Playgroup. We hope that both you and your child enjoy your time at our setting.

May we ask you to spend a short time reading our policies, completing, signing and returning Registration Forms, Terms and Conditions, as well other Consent Forms to us.

Should you require any assistance with the forms or need any further help or information, please don't hesitate to get in contact with us.

Thank you.

Vicky Strong
Playgroup Manager

Mudchute Farm Day Playgroup

At Mudchute Farm Day Playgroup we strive to provide a safe, warm, secure and happy environment where children can play, learn and have fun where parents/carers can feel welcome and comfortable and confident to approach staff with their concerns.



Our Ethos

Our Playgroup is warm cosy, caring and nurturing.

High staff-to-child ratio allows us to meet your child's emotional and physical needs. We wipe noses and bottoms; we give lots of cuddles through tears and tantrums, and join in with their excitement. We praise and encourage their

efforts. We provide a safe, caring, secure environment in which your child can gain confidence and become independent.

Most importantly your child will have fun as part of our day, they have time and freedom to choose their activities and play with friends.

Mudchute promotes equal opportunities for all.

ADMISSION POLICY

Muddy Boots Playgroup

Statement of intent

It is our intention to make our pre-school / Playgroup accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the pre-school/Playgroup through open, fair and clearly communicated procedures

Mudchute Playgroup welcomes children aged between 2½ – 5 years, regardless of race, religion ability or ethnicity. Priority will be given to children of families living in the Isle of Dogs and neighbouring areas within the Borough of Tower Hamlets. Priority will be given to siblings.

Children will only be accepted into the Playgroup once they have met the following conditions:

- Parents sign and agree to adhere to the Mudchute Terms and Conditions
- Parents supply relevant information on their child including home, address, home/work and emergency telephone contact number, any medical conditions and dietary requirements

Every parent enquiring about a place at Mudchute Playgroup is requested to make a prior visit to encourage links with parents and promote liaison between staff and families. This enables parents to be confident that the staff have the abilities, training, qualifications and experience to take care of their child and are able to promote activities that will benefit their child.

Registration details of children of parents requiring a place at Mudchute Playgroup will be placed on a waiting list until a suitable place is available. Places will be allocated according to the Aims and Objectives of Mudchute Playgroup.

Parents will be asked to bring their child along to visit the Playgroup prior to admission in order for the child to become familiar with the staff and the environment.

TERMS AND CONDITIONS

Parents/Carers are strongly advised to read through the Terms and Conditions relating to the registration of your child. Once you have read and signed this document it will act as a legally binding contract.

ATTENDANCE

Children should be in regular attendance. If they are away from Playgroup for more than 2 weeks without informing a member of staff, the child will automatically lose her/his placement within the Playgroup.

FEES

Playgroup fees are currently £15 per day. Parents/Carers will be invoiced on a monthly basis. Parents/Carers will have the opportunity to pay weekly if they so wish to. Parents/Carers are obliged to pay fees if their child is away from Playgroup due to illness or holidays in order to keep their place. Parents/Carers are not expected to pay if closures are the responsibility of the Playgroup.

ABSENCES

Staff should be notified if anyone, other than you, is collecting your child after the session; a password that you have registered with us will be required before your child is handed over.

PERSONAL PROPERTY

The Playgroup cannot accept any liability for any loss or damage to property or clothing belonging to your child whilst at Playgroup. This includes any toys brought into the Playgroup; we do ask that toys belonging to your child not be brought into the Playgroup for this reason.

CLOSURES

The Playgroup is Term Time only and parents/carers will be notified of these dates. There will also be three additional staff training days during the year and we will let you know as soon as these have been scheduled.

POLICIES AND PROCEDURES

We ask all parents to read carefully the Playgroup's policies and procedures that are situated on the Playgroup Information Board.

SICKNESS

If your child becomes ill at Playgroup, every effort will be made to contact you. We have a policy for administering medicine at the Playgroup: we are only able to give medicine prescribed by a doctor. Children are not permitted into the Playgroup if they are suspected to be suffering from an infectious disease or if the child has anything contagious for example conjunctivitis, diarrhoea, sickness, etc. Please read attached sickness/medicine policy.

CONFIDENTIALITY

Information received by the Playgroup regarding children or their families is strictly confidential and will be kept in an appropriate place. Only authorised persons will be allowed access to this information.

COMPLAINTS PROCEDURE

We recognise that where children are concerned problems and concerns can often arise. If this happens or a parent is unhappy about the actions of a staff member, they should first approach the Playgroup Senior member of staff. If for any reason this is not possible or not satisfactory, the parents should then contact the Playgroup Manager who will endeavour to sort out the problem usually in conjunction with the staff. This procedure applies to any problem or suggestion parents might have.

In the unlikely event that any problem cannot be satisfactorily resolved, the matter can be referred to Margaret Tracey (0207 531 4334).

Complaints can also be referred to Ofsted the regulating body:

Early Years
OFSTED
NBU, 3rd Floor
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA
Tel: 0300 123 1231

FOR THE SMOOTH RUNNING OF THE PLAYGROUP IT IS IMPORTANT THAT PROBLEMS AND COMPLAINTS ARE DEALT WITH IN THE CORRECT MANNER

DISCIPLINARY PROCEDURE

It is necessary for Mudchute Farm to have a disciplinary procedure to ensure the smooth running of the Playgroup. The Management reserves the right to suspend or terminate a child's place at the Playgroup if there is consistent failure to adhere to the rules of the Playgroup. In extreme circumstances a place may be terminated immediately if parents demonstrate any threatening or intimidating behaviour.

THIS IS FOR THE PROTECTION OF BOTH STAFF AND CHILDREN

CHILDRENS ACT 1989

Under the 1989 Children's Act the staff have a legal obligation to ensure and to be responsive to the children's overall welfare at all times.

I have read and fully understood Mudchute terms and conditions.

Parent / Carers Signature _____ Date _____

GENERAL INFORMATION

OPENING HOURS

We are open from 9am – 12pm, Monday to Friday, for 38 weeks of the year except for Bank Holidays, Christmas and New Year. If your child's day at the Playgroup falls on a Bank Holiday you are still liable to pay the fees for these days.

STAFF

At Mudchute we have a very diverse staff team that reflects our community in which we live, we are committed to employing high quality staff with relevant qualifications.

We pride ourselves on the fact that we have male workers within the setting who carry out the same duties as our female staff. There is a possibility that your child could be assigned a Male Key person who will play a major part in your child's development.

If you are uncomfortable with a male worker caring for your child, you may need to consider whether this is a suitable setting for you.

DBS checks are carried out on all members of staff including students / placements.

We will also be encouraging Parents/Carers to help out in the Playgroup when required; this will be done a rota basis so that all the parents/carers participate. If parents/carers having other commitments and cannot participate we fully understand.

WAITING LIST

If the sessions you require are not available, you may place your child on our waiting list. As soon as the session you require becomes available, we will contact you.

SETTLING PERIOD

It is very important for children to go through a settling in period, especially if they have never been separated from their parents/main carers. Before your child is due to start at the Playgroup, we will contact you and arrange some visits for you and your child. Normally children will attend on 2 or 3 occasions for an hour or two. This helps your child to get use to the Playgroup environment and start to build relationships with the staff and other children. The settling in period is free of charge, but parents must stay with their child during the transition period as this will continue until your child is completely settled.

DROPPING OFF/ PICKING UP

Please make sure you hand over your child to Playgroup staff in the session. If you are unable to collect your child yourself please let us know immediately of these changes. We will require the password on collection.

BIRTHDAY

Children are welcome to bring a cake if they wish. This will be given to the children's parents/carers to take home at the end of the session. We encourage healthy eating and fruit is a good alternative to cake.

CLOTHING

Please make sure your child wears comfortable clothing, and be aware that although we provide aprons, clothes will sometime get dirty. A tray and peg will be provided for your child. We would ask that they have a complete change of clothing including

extra knickers/pants. It is not necessary for your child to be toilet-trained before they start the Playgroup. We ask parents to provide wellington boots and in the summer a sun hat and sun cream for hot days (hopefully). We prefer children not to wear jewellery as it can be dangerous and we cannot be responsible for its loss.

KEY PERSON

When you accept a place for your child he/she will be introduced to their key person. This member of the staff will have a particular interest and responsibility for your child. The key person will keep you informed of your child's progress and development. Parents/carers with any worries or questions about their child should speak to their key person first.

EDUCATION

The whole Playgroup follows our education programme to enable children to develop desirable outcomes recommended by the National Curriculum.

The pre-school room is structured to include all the six learning areas:

- Communication, language and literacy
- Problem solving, reasoning and numeracy
- Creative development
- Knowledge and understanding of the world
- Personal and social emotional development
- Physical development

For children aged three years and under, we work on the new Early Years Foundation Stage framework.

The Playgroup curriculum is planned in advanced by staff. We take into consideration the age and ability of each individual child and ensure that our activities cover all areas of development. Observations are carried out to put back into our planning.

PHOTOGRAPHY POLICY

Upon having a child accepted for the Playgroup, the parent with whom the Playgroup contracts is asked to agree to the child being photographed on occasion by a member of staff or individual validated by the Playgroup. This enables the Playgroup to proceed with the taking of photographs for publicity shots and special occasions.

Every parent has the right to refuse this request, in which case the child must not be photographed by any member of staff, by parents, or by any outsider without the express permission of the parent. Where pictures are taken of the whole Playgroup (for example on outings) the parents of children who have opted out of having the child photographed will be contacted to allow them to rescind their decision.

INSURANCE

Mudchute children's Playgroup has fully specialised Playgroup insurance. The Playgroup exceeds all the legal requirements for children, staff and other areas of the Playgroup.

Sickness / Medicine Policy

Muddy Boots Playgroup



Mudchute Playgroup has a Sickness / Medicine Policy and endeavours to adhere to it in order to protect all of the children in its care and staff that work within the Playgroup also.

If your child has an infection or contagious disease / illness such as diarrhoea, chicken pox, measles, conjunctivitis, flu or even a high temperature on the morning that they are due into Playgroup, they will not be permitted to attend. If staff feel they are not well enough to attend then they will be within their rights to refuse your child admission to Playgroup.

If you are contacted during the day by a member of staff to inform you that your child is unwell we will expect you to collect your child within the hour or as soon as possible. You will appreciate this as it is to try and protect other children in our care; also, if staff members become ill then the Playgroup will not be able to function efficiently.

If your child is sent home from Playgroup with sickness or diarrhoea they are not permitted to return to the nursery until 24 hours have lapsed after their last bout of sickness or diarrhoea.

Medicine will only be administered if it has been prescribed by a doctor and given to the Playgroup by the child's parent/carer with written permission recorded on the Medicine Form. Any child prescribed antibiotics must remain at home for the first 48 hours. This is in case the child has an allergic reaction to the medication. If the child requires Calpol, they will be deemed to be unfit to attend Playgroup.

On registering with the Playgroup, parents are required to fill out a consent form stating that should the child require urgent medical attention a member of Nursery staff will be assigned to seek appropriate help. This will only happen after every effort to contact the child's parent or other named person has failed.

Once the child is placed in the care of medical professionals, Playgroup staff will not be responsible for taking any further action or decisions but will remain with the child until a known family member arrives.

Medicines need to be stored in their original container, clearly labelled and Inaccessible to children

Medicines need be stored in a fridge or at room temperature. (Read guideline)

 <p>MUDCHUTE FARM DAY PLAYGROUP</p> <p>REGISTRATION FORM</p>	<p>Only use for the Playgroup</p> <p>Start Date: _____</p> <p>Induction Date: _____</p> <p>Days: _____ Pack sent ____</p>
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I have noted any terms and conditions and wish to register my child for a place at the Mudchute Farm Playgroup.

Child's Details

Forename(s):

Surname:

Date of Birth:

Boy Girl *Please tick appropriate box*

Brother's and/or sister names and ages:

.....

Have your child attended any other setting?

Parents Details

Home address:

..... Post code

Home Telephone no incl full dialling tone:

Email:

Name of mother: Name of father:

Work address: Work address:

.....

Work tel no: Work tel no:

Mobile tel no: Mobile tel no:

Other contact name and tel nos:

Doctor's name and tel no:

Health visitors name and tel no:

Name(s) of those authorised to collect child:

Password used for collection of child:

Preferred start date:

Is your child up-to-date with their Immunisations/ Vaccinations? YES / NO

Does your child have any allergies (animals) health problems or dietary requirements?

.....
.....

Will you give your permission for us to take your child on outings under statutory supervision? YES / NO

Is there any other information which may helps us when caring for your child?

.....
.....

Language spoken at home:

Ethnic origin:

How did you hear about us

<p>Signed:</p> <p>Name (capital letters):</p> <p>Date:</p>

Please tick days required:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					

Documentation that needs to been seen by Playgroup:

Child Birth Certificate Proof of Address

FREE EARLY YEAR EDUCATION INFORMATION

Nursery Preschool / Playgroup

Children are eligible for a free Early Years Education place for six terms before they reach statutory school age. Eligibility begins the term after your child turns 3 years of age.

Children are entitled to 570 hours of free Early Years Education in a year starting from the date on which your child becomes eligible. This must be taken over a period of not less than 38 weeks. If taken over 38 weeks this amounts to 15 hours a week. It may be taken as fewer hours over a greater number of weeks, but the 570 hours cannot be condensed into fewer weeks than 38.

You do not have to do anything. We will complete all the necessary forms for you. All you need to do is verify this with your signature. What your child is entitled to depends on how many sessions they are attending a week.

Parents must be aware that if your child attends another Playgroup / Nursery for any period of the day, it counts towards their free entitlement.

Parents must also be aware that by signing the required forms for the entitlement, they agree that they are claiming for no more than the maximum of 15 hours, per child, per week, and that they are not claiming for these sessions at any other setting. This is to fulfil audit requirements and prevent fraudulent claims.

Pre-school Nursery / Playgroup has a diverse curriculum to meet the Early Years Foundation Stage. Every child has their own key person. Observations and records are kept on file.

You are invited to look at your child's file regularly and if you have any comments, observations or photos of your child then you are welcome to add to these files. You are also invited to highlight any skill you know your child has achieved. Your child's file is confidential and is not to be viewed by any other parent / carer.

During an Ofsted inspection, the inspector may ask to view your child's folder, but they are not to add to them or take them away. They would be looking for ways in which we record a child's development and then pass on their findings to us.

We frequently ask parents / carers to bring in objects from home to reinforce and contribute to their child's learning and others, whether it is for a display, or to talk about at circle time.