

ST OSWALD'S LADYBIRD'S PLAYGROUP



ALL ABOUT US.

WEBSITE : WWW.STOSWALDSPLAYGROUP-ASHBOURNE.CO.UK

EMAIL : INFO@STOSWALDSPLAYGROUP-ASHBOURNE.CO.UK

OUR AIMS

ST OSWALD'S LADYBIRD'S PLAYGROUP BELIEVE THAT PARENTS ARE THE FIRST EDUCATORS AND PLAY AN VERY IMPORTANT ROLE IN THEIR CHILD'S DEVELOPMENT.

BY THE TIME YOUR CHILD COMES TO PLAYGROUP, A GREAT AMOUNT OF LEARNING HAS ALREADY TAKEN PLACE.

WE AIM TO WORK IN PARTNERSHIP WITH PARENTS TO PROVIDE :

- CAREFULLY PLANNED AND PURPOSEFUL ACTIVITIES, MEETING THE NEEDS OF EACH INDIVIDUAL CHILD BUILDING ON WHAT THEY CAN DO ALREADY IN A HAPPY, SECURE AND FRIENDLY ENVIRONMENT.
- EQUAL OPPORTUNITIES FOR EACH CHILD TO STIMULATE THEIR INTERESTS AND KNOWLEDGE AND TO BROADEN THEIR EXPERIENCES SO THEY CAN BECOME A VALUED MEMBER OF OUR GROUP ENABLING THEM TO DEVELOP INDIVIDUALLY

THE EARLY YEARS FOUNDATION STAGE CURRICULUM

THE STAFF MEET REGULARLY TO PLAN AND DISCUSS THE VARIOUS ASPECTS OF LEARNING AND EACH CHILD'S DEVELOPMENT.

WE FOLLOW THE EARLY YEARS FOUNDATION CURRICULUM (2012). IT BEGINS AS SOON AS YOUR CHILD IS BORN AND CONTINUES TO THE END OF THE RECEPTION YEAR IN SCHOOL.

THE EARLY YEARS FOUNDATION STAGE IS SPLIT INTO 7 AREAS OF LEARNING. THERE ARE 3 PRIME AREAS : PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT, PHYSICAL DEVELOPMENT, COMMUNICATION AND LANGUAGE AND 4 SPECIFIC AREAS OF LEARNING : LITERACY, MATHEMATICS, UNDERSTANDING THE WORLD AND EXPRESSIVE ARTS AND DESIGN.

WE BELIEVE THAT WE PROVIDE A WELL-BALANCED CURRICULUM FOR EACH CHILD AND WE BELIEVE THAT WELL PLANNED PLAY, ACTIVE LEARNING AND CREATIVITY AND THINKING IS CRITICAL FOR CHILDREN TO GROW AND DEVELOP. WE PROVIDE ACTIVITIES TO ENABLE YOUR CHILD TO LEARN EFFECTIVELY AS WELL AS OBSERVING YOUR CHILD AS THEY INITIATE THEIR OWN ACTIVITIES.

WE BELIEVE THAT THE OUTDOOR PLAY IS AS IMPORTANT LEARNING ENVIRONMENT AS THE INDOOR ONE.

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

WE PROVIDE A HAPPY, SECURE LEARNING ENVIRONMENT WHERE CHILDREN ARE ENCOURAGED TO MAKE FRIENDSHIPS, PLAY WITH OTHERS, LEARN TO TAKE TURNS AND HAVE MOTIVATION AND EXCITEMENT TO LEARN. WE HELP CHILDREN TO DEVELOP A POSITIVE SENSE OF THEMSELVES AND TO CONFIDENCE ON THEIR OWN ABILITIES. WE ENCOURAGE CHILDREN TO CHOOSE THEIR OWN ACTIVITIES WITHIN THE ROOM AND OUTDOORS. WE HELP CHILDREN TO UNDERSTAND AND MANAGE THEIR FEELINGS AND BEHAVIOUR THROUGH CIRCLE TIMES, STORIES, GAMES AND THROUGH OUR OWN REWARD SYSTEM.



COMMUNICATION AND LANGUAGE

WE ENCOURAGE CHILDREN TO SPEAK AND LISTEN TO OTHERS IN SMALL AND LARGE GROUPS. WE VALUE OUR CIRCLE TIME ACTIVITIES WHERE CHILDREN ARE ABLE TO BUILD UP THEIR CONFIDENCE IN SPEAKING, LISTENING AND UNDERSTANDING. WE AIM TO PROVIDE A RICH LANGUAGE ENVIRONMENT SO THAT CHILDREN CAN LEARN NEW VOCABULARY AND DEVELOP THEIR CONFIDENCE TO SPEAK AND LISTEN IN A RANGE OF SITUATIONS. WE HAVE A COMMUNICATION AND LANGUAGE FOCUS EACH DAY USING A RANGE OF DIFFERENT IDEAS FROM SPEAKING IN SMALL GROUPS, LISTENING TO SOUNDS AND STORIES, SINGING RHYMES AND PLAYING AND LISTENING TO DIFFERENT SOUNDS INSTRUMENTS MAKE.



SPEAKING RHYMES LISTENING MUSICAL INSTRUMENTS

PHYSICAL DEVELOPMENT

WE ARE VERY FORTUNATE TO HAVE OPPORTUNITY TO USE THE PLAYGROUND FACILITIES AT THE SCHOOL. WE HAVE TRANSFORMED THE GRASSED AREA INTO A GLOBAL GARDEN WHICH ENHANCES THE CHILDREN'S SENSORY, IMAGINATIVE AND INVESTIGATIVE LEARNING. A LARGE RANGE OF RESOURCES AND EQUIPMENT ARE OFFERED TO THE CHILDREN TO HELP DEVELOP THEIR FINE AND GROSS MOTOR SKILLS. WE ARE ABLE TO USE THE SCHOOL'S GYM ONCE A WEEK. HERE CHILDREN ARE ABLE TO CLIMB AND BALANCE ON THE SCHOOL APPARATUS. WE ENCOURAGE THE CHILDREN TO JOIN IN MUSIC AND MOVEMENT ACTIVITIES TO DEVELOP THEIR SPECIAL AWARENESS. OUR PHYSICAL DEVELOPMENT PROGRAMME ALSO ENCOURAGES CHILDREN'S CORE STABILITY.



LITERACY

WE ALWAYS HAVE A MARK MAKING TABLE FACILITY WHERE CHILDREN ARE ABLE TO EXPERIMENT WITH A RANGE OF MARK MAKING TOOLS AND NATURAL RESOURCES. THIS HELPS TO DEVELOP THE CHILD'S HAND EYE COORDINATION AND MUSCLE IN THEIR HANDS, SO THAT WHEN READY, THEY ARE ABLE TO HOLD A PENCIL. THE USE OF STORIES, THE QUIET AREA AND PRINT IN THE ENVIRONMENT, ENCOURAGES OUR CHILDREN TO BECOME AWARE OF PRINT LEADING TO THE FIRST STEPS TO READING. STORY AND RHYME TIMES ARE SPECIAL, WHERE CHILDREN ARE ABLE TO ENJOY STORIES, RHYMES AND POEMS TO EXTEND THEIR LEARNING, VOCABULARY, AND UNDERSTANDING.



MATHS

WE AIM TO PROVIDE OPPORTUNITIES FOR CHILDREN TO DEVELOP THEIR COUNTING, UNDERSTANDING AND USE OF NUMBERS. WE PROVIDE ACTIVITIES WHICH INVOLVE SPACE, SHAPE AND MEASURE THROUGHOUT THE WHOLE OF THE PROVISION. WE TAKE NOTICE OF THE CHANGES AROUND US, THE TIMES AND THE SEASONS. OUR GARDEN IS A SUPER WAY OF UNDERSTANDING THE PASSAGE OF TIME AS WE NOTICE THE CHANGES TO THE ENVIRONMENT AROUND US.



UNDERSTANDING THE WORLD

WE HELP THE CHILDREN TO MAKE SENSE OF THE WORLD AROUND THEM BY LEARNING ABOUT PEOPLE AND COMMUNITIES, TECHNOLOGY AND THE WORLD AROUND THEM. WE HOPE TO DEVELOP THE CHILDREN'S DESIRE TO LEARN THROUGH OBSERVATION, EXPLORATION AND INVESTIGATION.



EXPRESSIVE ARTS AND DESIGN

WE AIM TO PROVIDE A LEARNING ENVIRONMENT BOTH INDOORS AND OUTDOORS WHERE CHILDREN CAN EXPLORE AND PLAY WITH A WIDE RANGE OF MEDIA AND MATERIALS. WE AIM TO PROVIDE OPPORTUNITIES WHERE CHILDREN ARE ABLE TO EXPRESS THEIR THOUGHTS, IDEAS AND FEELINGS IN A RANGE OF ACTIVITIES IN ART, MUSIC, MOVEMENT DANCE ROLE PLAY, DESIGN AND TECHNOLOGY. A RANGE OF MEDIA IS ALWAYS AVAILABLE ON OUR



MALLEABLE TABLE FROM SHAVING FOAM TO JELLY, PLAY DOUGH TO CORNFLOUR. WE AIM TO PROVIDE AS MUCH MESSY PLAY AS POSSIBLE!



COMMITMENT TO OUR PARENTS AND CHILDREN.

PARENTS ARE THE FIRST EDUCATORS OF THEIR YOUNG CHILDREN. THE AIM OF OUR PLAYGROUP IS TO SUPPORT PARENTS IN THIS ESSENTIAL ROLE. WE WILL :

- ENSURE ALL PARENTS ARE INCLUDED IN THE PROCESS OF LEARNING AND EDUCATING THEIR CHILD IN OUR SETTING.
- ASK FOR NAMES AND CONTACTS OF PARENTS WHO HAVE LEGAL RESPONSIBILITY FOR THE CHILD ON THE REGISTRATION FORM UPON ENTRY.
- LISTEN TO PARENT VIEWS, CONCERNS AND SUGGESTIONS TO HELP IMPROVE THE QUALITY OF EACH CHILD'S CARE AND EDUCATION.
- CONSULT PARENTS TO FIND OUT WHAT WORKS BEST FOR THEM.
- ENSURE OPEN DIALOGUE WITH PARENTS TO IMPROVE OUR KNOWLEDGE OF THE NEEDS OF THEIR CHILD AND TO SUPPORT THEIR FAMILIES.
- INFORM PARENTS ABOUT HOW THE SETTING IS RUN AND ITS POLICIES AND PROCEDURES THROUGH ACCESS TO WRITTEN INFORMATION AND THROUGH REGULAR COMMUNICATION.
- ENCOURAGE AND SUPPORT PARENTS TO PLAY AN ACTIVE PART IN THE COMMITTEE AND FUNDRAISING ACTIVITIES.
- INFORM PARENTS ON A REGULAR BASIS ABOUT THEIR CHILD'S PROGRESS AND ENSURE PARENTS HAVE ACCESS TO THEIR CHILD'S DEVELOPMENTAL RECORDS.
- INVOLVE PARENTS IN THE SHARED RECORD KEEPING ABOUT THEIR CHILDREN THROUGH THE 'NEXT STEPS'.
- CELEBRATE CHILDREN'S ACHIEVEMENTS AND PROGRESS WITH PARENTS.

- INFORM PARENTS ABOUT MEETINGS THROUGH NEWSLETTERS, NOTICEBOARDS OR WEBSITE.
- WELCOME CONTRIBUTIONS OF PARENTS IN WHATEVER FORM THESE TAKE.
- INFORM PARENTS OF TRAINING AND BASIC SKILL INFORMATION.
- INFORM PARENTS OF THE REGISTERING QUERIES, COMPLAINTS AND SUGGESTIONS.
- PROVIDE INFORMATION FOR PARENTS REGARDING THE EARLY YEARS CURRICULUM.
- PROVIDE A HAPPY, SECURE AND FRIENDLY ENVIRONMENT WHERE THE WHOLE CHILD CAN DEVELOP.
- GIVE EQUAL OPPORTUNITIES TO EACH CHILD TO STIMULATE THEIR INTERESTS AND KNOWLEDGE AND BROADEN THEIR EXPERIENCES.
- GIVE EACH CHILD OPPORTUNITIES TO BECOME A VALUED MEMBER OF OUR GROUP, ENABLING THEM TO DEVELOP INDIVIDUALLY.
- CAREFULLY PLAN THE CURRICULUM WITH PURPOSEFUL ACTIVITIES, MEETING THE NEEDS OF EACH CHILD AND BUILDING ON WHAT THEY CAN DO ALREADY.

OUR ADMISSION CRITERIA

IT IS OUR INTENTION TO MAKE OUR SETTING ACCESSIBLE TO CHILDREN AND FAMILIES FROM ALL SECTIONS OF THE LOCAL COMMUNITY. WE AIM TO ENSURE ALL SECTIONS OF OUR COMMUNITY HAVE ACCESS TO THE SETTING THROUGH OPEN, FAIR AND CLEARLY COMMUNICATED PROCEDURES.

PROCEDURES

WE ENSURE THAT THE EXISTENCE OF OUR SETTING IS WIDELY ADVERTISED IN PLACES ACCESSIBLE TO ALL SECTIONS OF THE COMMUNITY.

WE ENSURE THAT INFORMATION ABOUT OUR SETTING IS ACCESSIBLE AND IF REQUIRED IN APPROPRIATE LANGUAGES.

OUR WAITING LIST IS ARRANGED IN ORDER OF DATE OF BIRTH, AND REVIEWED ON THE FIRST OF EVERY MONTH.

THE FOLLOWING PROCESS IS PUT INTO PLACE EACH MONTH :

- SHOULD PLACES BE AVAILABLE AND PARENTS REQUIRE THE SESSIONS, FUNDED CHILDREN, AND WHO WILL BE STARTING SCHOOL WITHIN THE NEXT ACADEMIC YEAR, ARE OFFERED A MAXIMUM OF 5 FUNDED SESSIONS - 15 HOURS PER WEEK.
- SHOULD PLACES BE AVAILABLE AND PARENTS REQUIRE THE SESSIONS, 2-3 YEAR OLDS ARE OFFERED UP TO A MAXIMUM OF 3 SESSIONS, PER WEEK.

PLEASE NOTE THAT THE MORNING SESSIONS ARE AVAILABLE FOR CHILDREN GOING TO SCHOOL IN THE NEXT ACADEMIC YEAR. THE AFTERNOON SESSIONS ARE FOR OUR YOUNGER CHILDREN AGED 2 – 3. THE SEPTEMBER SESSIONS FOR THE

NEXT ACADEMIC YEAR WILL BE ALLOCATED ACCORDING TO 1ST MAY WAITING LIST.

A CHILD RECEIVING EARLY YEARS FUNDED SESSIONS CAN ATTEND FOR THEIR FUNDED SESSIONS ONLY. NO PAYMENT CAN BE ACCEPTED FOR FURTHER SESSIONS. THIS ENSURES ALL CHILDREN ARE ABLE TO ACCESS AN EARLY YEARS SETTING WITHIN THE ASHBOURNE AREA.

IF A FUNDED CHILD LEAVES PLAYGROUP BEFORE HEADCOUNT DAY, PARENTS MUST PAY FOR ANY SESSIONS ALREADY COMPLETED (APPROXIMATELY 2 WEEKS). PARENTS MUST INFORM ST OSWALD'S PLAYGROUP OF ANY CHANGES TO THE FUNDING WHEN THE FUNDING FORM IS SIGNED OR GIVE AT LEAST ONE MONTHS' NOTICE OF CHANGES TO THE FUNDING AND OR SESSIONS SO THAT THE NECESSARY CHANGES CAN BE MADE AND THE COUNTY COUNCIL CAN BE INFORMED.

PARENTS OF NON-FUNDED CHILDREN MUST SIGN A CONTRACT OF AGREEMENT STATING THAT THEY MUST GIVE ONE MONTH'S NOTICE IF THEY WISH TO STOP SESSIONS AND SESSIONS WITHIN THIS NOTICE PERIOD MUST BE PAID FOR. PAYMENTS OF FEES MUST BE PAID DAILY, WEEKLY, MONTHLY, HALF TERMLY OR IN ADVANCE. EVERY PARENT WILL RECEIVE AN INVOICE AT THE BEGINNING OF EACH HALF TERM SO THEY KNOW THE AMOUNT THE FEES WILL BE FOR THAT PARTICULAR HALF TERM.

SESSION TIMES

MORNING SESSIONS

9AM – 12NOON



AFTERNOON SESSIONS

12.45 – 3.15PM

THERE ARE 20 PLACES IN THE MORNING SESSIONS AND 16 PLACES IN THE AFTERNOON SESSIONS. THE RATIO OF ADULT TO CHILDREN ARE : 1 : 5 IN THE MORNING AND 1 : 4 IN THE AFTERNOON.

PLAYGROUP COMMITTEE

THE COMMITTEE IS AN ELECTED GROUP OF PARENTS AND IS A VITAL PART OF OUR PLAYGROUP ORGANISATION. IT CONSISTS OF UP TO 9 MEMBERS AND NO LESS THAN 2. ANY PARENT CAN BE ELECTED ONTO THE COMMITTEE.

THE COMMITTEE'S ROLE IS TO SUPPORT THE STAFF AND WORK WITH THEM TO CREATE A HAPPY AND SECURE ENVIRONMENT FOR ALL CHILDREN. THE COMMITTEE SET THE FEES, ORGANISE EVENTS, PLAN SPECIAL EVENTS AND EMPLOY THE STAFF. THEY ARE ALSO RESPONSIBLE TO ENGAGING WITH THE STAFF TO WRITE POLICIES AND PROCEDURES,

AND KEEP UP TO DATE WITH THE LEGAL REQUIREMENTS, THE CURRICULUM AND THE OFSTED FRAMEWORK. THE COMMITTEE TEND TO MEET EACH ½ TERM AND FOLLOW AN AGENDA BASED ON AN OVERVIEW OF TASKS AND WHAT IS HAPPENING IN THE EARLY SECTOR.

THE CHAIRPERSON IS RESPONSIBLE FOR ARRANGING MEETINGS, FORM AGENDAS ALONGSIDE THE MANAGER AND LIAISE BETWEEN THE COMMITTEE, PARENTS AND STAFF ABOUT POLICIES AND PROCEDURES. SHOULD AN ISSUE ARISE, IT IS THE CHAIRPERSON WHO ENSURES THE POLICIES AND PROCEDURES ARE ABIDED BY. THE CHAIRPERSON, ALONG WITH THE SECRETARY IS ALSO RESPONSIBLE FOR WRITING LETTERS ABOUT FUNDRAISING EVETNS ORGANISED BY THE COMMITTEE. **THE SECRETARY** IS RESPONSIBLE FOR TYPING UP THE MINUTES OF MEETINGS AND SENDING THEM TO THE MANAGER FOR DISTRIBUTION TO ALL MEMBERS AND STAFF. THE SECRETARY IS ALSO RESPONSIBLE FOR WRITING AND SENDING LETTERS SHOULD THIS BE REQUIRED. **THE TREASURER** IS RESPONSIBLE FOR OVERSEEING THE ACCOUNTS. OUR FINANCIAL ADMINISTRATOR IS RESPONSIBLE FOR KEEPING ALL OUR ACCOUNTS UP TO DATE, PAYS THE BILLS, ENSURE WAGES ARE PAID TO THE STAFF AND BE AWARE OF THE FINANCIAL POSITION OF PLAYGROUP. THEY GIVE A REPORT TO THE COMMITTEE EACH TERM AND ADVISE THEM ON EXPENDITURES AND INCOME, ENSURING THE PLAYGROUP REMAINS SUSTAINABLE.

MEDICATION PROCEDURES

IF YOUR CHILD SUFFERS FROM AN ILLNESS WHERE THEY MAY NEED SOME IMMEDIATE OR LIFESAVING MEDICATION DURING A SESSION (IE INHALER, EPIPEN, INSULIN), YOU WILL BE ASKED TO SIGN A CONSENT FORM TO ALLOW THE STAFF TO GIVE THE MEDICATION TO YOUR CHILD. THE STAFF FILL IN THE FORMS ONCE THE MEDICATION HAS BEEN ADMINISTERED. MORE INFORMATION IS WITHIN OUR HEALTH AND SAFETY POLICY. SHOULD YOUR CHILD REQUIRE THIS TYPE OF MEDICATION OR OTHER MEDICATION WHICH MAY INVOLVE STAFF TRAINING, PLEASE STATE THIS ON YOUR CHILD'S REGISTRATION FORM. OUR STAFF SIGN DECLARATIONS AS TO WHETHER THEY GIVE NON PRESCRIBED MEDICINE TO YOUR CHILD (IE PARACETAMOL BASED MEDICATION). AT PRESENT ALL STAFF HAVE DECLARED THAT THEY WON'T ADMINISTER THIS TYPE OF MEDICATION TO YOUR CHILD. WE ASK THAT IF YOUR CHILD NEEDS THIS, IT IS ADMINISTERED BEFORE THEY COME TO PLAYGROUP. THE SESSIONS ARE 3 HOURS LONG IN THE MORNING AND 2 ½ HOURS IN THE AFTERNOON, SO YOUR CHILD SHOULD NOT REQUIRE ANY MORE DOSES UNTIL THEY GET HOME. IF YOUR CHILD IS ILL AT PLAYGROUP, WE CONTACT YOU AS SOON AS POSSIBLE.

OUR STAFF AND THEIR QUALIFICATIONS

BECKY DUTTON - MANAGER, NNEB, NVQ4	TRACEY ELSTON - DEPUTY MANAGER NVQ3, NVQ4
ASSISTANTS	
KAREN BENNETT - NVQ3	JULIE BANKS - NVQ3
DONNA TEBBATT - NNEB DIPLOMA	CLARE CARTER - NNEB DIPLOMA
MICHELLE LEMON - NNEB DIPLOMA	TRACEY CLARKE KELLOW - NVQ3

WE HAVE COMPREHENSIVE POLICIES AND PROCEDURES, WRITTEN IN ACCORDANCE WITH THE STATUTORY FRAMEWORK FOR THE EARLY YEARS FOUNDATION STAGE. BELOW IS A TASTER OF SOME OF THEM. DETAILED POLICIES AND OTHER POLICIES ARE AVAILABLE AT YOUR REQUEST.

SPECIAL EDUCATIONAL NEEDS

WE FOLLOW THE CODE OF PRACTICE FOR CHILDREN WITH SPECIAL NEEDS. IF IT IS THOUGHT THAT YOUR CHILD HAS ANY NEED, WE KEEP IN CONTACT WITH YOU AND DISCUSS ANY NECESSARY STEPS THAT CAN BE TAKEN TO SUPPORT AND HELP YOUR CHILD. **BECKY DUTTON** IS OUR SPECIAL EDUCATIONAL NEEDS COORDINATOR (SENCO) AND **TRACEY CLARKE-KELLOW** IS OUR DEPUTY SENCO.

EQUALITY AND DIVERSITY

WE BELIEVE THAT EVERY CHILD IS ENTITLED TO HAVE A GOOD QUALITY EDUCATION. AT OUR PLAYGROUP ALL ACTIVITIES ARE AVAILABLE TO EACH CHILD. WE MATCH ACTIVITIES TO EACH CHILD'S INDIVIDUAL ABILITY.

HEALTH AND SAFETY

WE ENDEAVOUR TO MAKE THE PLAYROOM, OUTDOORS, RESOURCES AND EQUIPMENT SAFE FOR YOUR CHILD. THE CHILDREN ARE NEVER LEFT UNATTENDED AND ALL OUR STAFF HAVE AN ENHANCED DISCLOSURE FROM THE CRB. WE FOLLOW A STRICT ADULT:CHILD RATIO OF 1:8 FOR CHILDREN AGED BETWEEN 3 - 5 YEARS AND 1:4 FOR CHILDREN AGED 2 - 3 YEARS. OUR ROOM IS SECURE AND DOORS ARE ONLY OPENED FOR KNOWN VISITORS OR PARENTS. **BECKY DUTTON** AND **TRACEY ELSTON** ARE OUR HEALTH AND SAFETY COORDINATORS.

CHILD PROTECTION/SAFEGUARDING

THE STAFF WHO WORK WITH YOUR CHILD ALL RESPONSIBILITY TO MAKE SURE YOUR CHILD IS DEVELOPING IN A SAFE AND SECURE ENVIRONMENT. AS PART OF THIS RESPONSIBLY, THEY MUST REPORT ANY CONCERNS THEY HAVE ABOUT INJURY, HARM, NEGLECT OR RISK TO A CHILD TO THE SOCIAL CARE TEAMS SHOULD THIS BE REQUIRED. **BECKY DUTTON** IS OUR CHILD PROTECTION COORDINATOR.

POSITIVE BEHAVIOUR

WE BELIEVE THAT CHILDREN AND ADULTS FLOURISH BEST IN AN ORDERED ENVIRONMENT IN WHICH EVERYONE KNOWS WHAT IS EXPECTED OF THEM AND CHILDREN ARE FREE TO DEVELOP THEIR PLAY AND LEARNING WITHOUT FEAR OF BEING HURT OR HINDERED BY ANYONE ELSE. WE AIM TO WORK TOWARDS A SITUATION IN WHICH CHILDREN CAN DEVELOP IN AN ATMOSPHERE OF MUTUAL RESPECT AND ENCOURAGEMENT. OUR REWARD SYSTEM SUPPORTS OUR POSITIVE BEHAVIOUR POLICY.

COMPLAINTS AND CONCERNS

IF ANY PARENTS/CARER HAS A PROBLEM, QUERY, CONCERN OR COMPLAINT AGAINST THE PLAYGROUP, THEY CAN CONTACT BECKY DUTTON OR TRACEY ELSTON AT ANY TIME. SHOULD THE ISSUE NOT BE RESOLVED IMMEDIATELY, PLEASE CONTACT THE CHAIRPERSON OF THE COMMITTEE, OR FILL IN A COMPLAINTS/COMPLIMENT SLIP THAT ARE ON THE NOTICEBOARD. THE OFSTED NUMBER IS ALSO ON THE DOOR WHEN ARRIVING.

PLAYGROUP FEES

SHOULD YOU NEED TO PAY FOR YOUR CHILD, THE FEES ARE £11 IN THE MORNING AND £10 IN THE AFTERNOON. THE FEES ARE REVIEWED ANNUALLY IN JANUARY AND MAY BE INCREASED IN THE NEXT YEAR AND WILL BE IN PLACE FOR SEPTEMBER 2017.

LINKS WITH ST OSWALD'S INFANT SCHOOL

WE HAVE GOOD LINKS WITH THE SCHOOL BUT WE OPERATE AS A PLAYGROUP INDEPENDENTLY. WE ARE ABLE TO WORK TOGETHER TO FOSTER GOOD RELATIONSHIPS AND ENSURE CONTINUITY OF LEARNING. WE VISIT THE SCHOOL REGULARLY BEFORE THE CHILDREN START THE SCHOOL.

YOU NEED TO APPLY FOR THE SCHOOL PLACES THE JANUARY BEFORE YOUR CHILD STARTS IN SEPTEMBER. YOU ARE NOTIFIED IN MAY ABOUT YOUR CHILD'S SCHOOL PLACE.

THE TELEPHONE NUMBER FOR THE SCHOOL IS 01335 342660 SHOULD YOU WISH TO LOOK ROUND BEFORE MAKING A DECISION ABOUT YOUR CHILD'S SCHOOLING.

WE HOPE THIS HAS GIVEN A LITTLE SNIPPET ABOUT LADYBIRD'S. SHOULD YOU WISH TO COME AND VISIT US, PLEASE DO! WE YOU WILL BE MADE VERY WELCOME!

PLEASE FILL IN THE REGISTRATION FORM ON THE NEXT PAGE AND RETURN TO US SHOULD YOU WISH YOUR CHILD TO BE PLACED ON OUR WAITING LIST.

WE CAN BE CONTACTED BY :
PHONE : 07980 420232

EMAIL : INFO@STOSWALDSPLAYGROUP-ASHBOURNE.CO.UK

THIS INFORMATION WAS CORRECT AT THE TIME OF GOING TO PRESS, JUNE 2016

ST OSWALD'S LADYBIRD'S PLAYGROUP

BEFORE FILLING IN THIS REGISTRATION FORM, PLEASE TAKE NOTE OF THE ADMISSIONS CRITERIA IN THE BOOKLET. THE WAITING LIST IS UPDATED ON THE 1ST OF EACH MONTH. WE WILL CONTACT YOU AS SOON AS A PLACE BECOMES AVAILABLE, NOT BEFORE.

CHILD'S FULL
NAME.....
.....

ADDRESS.....
.....

.....POSTCODE.....

DATE OF BIRTH..... (WE WILL NEED TO SEE AN ORIGINAL BIRTH CERTIFICATE ON THE VISIT TO ENSURE THE DATE OF BIRTH IS CORRECT)

HOME TELEPHONE NUMBER.....
MOBILE
NUMBER.....
EMAIL
ADDRESS.....

.....
EMERGENCY CONTACT
NAME.....AND
NUMBER.....

NAME AND ADDRESS OF PERSON/S WHO HAS/HAVE LEGAL PARENTAL/ GUARDIAN RESPONSIBILITY
.....
.....

.....ADDITIONAL PARENT ADDRESS IF
DIFFERENT TO THE ABOVE
.....
.....

.....
NAME AND ADDRESS OF
DOCTOR.....

.....
KNOWN
ALLERGIES.....

.....
DOES YOUR CHILD HAVE ANY SPECIAL NEEDS, HEALTH
REQUIREMENTS?
.....
.....

PLEASE CIRCLE THE SESSIONS YOUR CHILD IS ABLE TO ATTEND
MONDAY AM MONDAY PM TUESDAY AM TUESDAY PM WEDNESDAY AM
WEDNESDAY PM THURSDAY AM THURSDAY PM FRIDAY AM FRIDAY PM

SHOULD ANY OF THESE DETAILS CHANGE BEFORE YOUR CHILD HAS
STARTED LADYBIRDS, PLEASE CONTACT US.

PLEASE SEND THE COMPLETED FORM TO : ST OSWALD'S LADYBIRD'S
PLAYGROUP, MAYFIELD ROAD, ASHBOURNE, DE6 1AS.

(FOR LADYBIRD'S USE) FORM RECEIVED ON :