

Wanborough Playgroup

Registered Charity Number 1026150
Ofsted Registration Number: 109096



Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

www.wanboroughplaygroup.org.uk

Email: wanboroughplaygroup@hotmail.co.uk

Your guide to Wanborough
Playgroup
2014/2015

Daily Routine

Playgroup starts at **9.00am**. From 9.00am until 9.15am we operate an open door policy whereby you can talk to staff and settle your child. Please endeavour to arrive by **9.10am** so that we can shut the door promptly at 9.15am.

If your child is having time away from playgroup i.e. they are ill or you have planned a holiday, please let a member of staff know (either by telephone or by letter). Unknown periods of absence of a week or longer require us to start "Safeguarding" Procedures.

Please ensure you arrive to pick up your child at the correct time i.e. 12.00pm or 1.00pm if your child is attending lunch club. It can be distressing for children when they are not collected on time. The door will be locked **10 minutes** after session end time to enable Staff to carry on with lunch club or tidy away equipment. Please have the courtesy to telephone Playgroup if you are going to be late so we can explain it to your child.

What Does My Child Need?

- Comfortable clothes that your child can undo when going to the toilet and that you don't mind getting covered in glue and paint!
- Suitable Indoor Shoes (Wellys to be left in the cloakroom)
- Coat
- Wellys (for outdoor play)
- Spare set of clothes (to be left in a **small named** bag on their peg)
- Pullups/Nappies and wipes (if your child is not toilet trained)
- Hat/Gloves (cold weather)
- Sun Hat (hot weather)
- Sunscreen (put on by you before they come to Playgroup) (hot weather only)



Term Dates

Autumn Terms

Term 1:

Wednesday 3rd September 2014 – Wednesday 22nd October 2014

Term 2:

Monday 3rd November 2014 – Friday 19th December 2014

Spring Terms

Term 3:

Monday 5th January 2015 – Friday 13th February 2015

Term 4:

Monday 23rd February 2015 – Friday 27th March 2015

Summer Terms

Term 5:

Monday 13th April 2015 – Friday 22nd May 2015

Term 6:

Monday 1st June 2015 – Friday 17th July 2015



Session Times and Fees

Playgroup Sessions

All playgroup sessions are charged at an hourly rate of £3.75.

Monday, 9:00 – 12:00 (3 hrs) **OR**
9:00 – 13:00 (4 hrs, children to bring a healthy pack lunch)

Tuesday, 9:00 – 12:00 (3 hrs) **OR**
9:00 – 13:00 (4 hrs, children to bring a healthy pack lunch)

Wednesday, 9:00 – 12:00 (3 hrs)

Thursday, 9:00 – 12:00 (3 hrs) **OR**
9:00 – 13:00 (4 hrs, children to bring a healthy pack lunch)

Friday, 9:00 – 12:00 (3 hrs) **OR**
9:00 – 13:00 (4 hrs, children to bring a healthy pack lunch)

All sessions are subject to availability. Government Funding is available for 3 & 4 year olds. Please refer to the Funding section.

If you would like to pay for your sessions using “Childcare Vouchers”, please contact our Treasurer, Christina Schumacher who will be able to help you.



Cut-Off Dates for Changes

Playgroup aim to offer flexibility where possible, but it is necessary for us closely manage changes made to children's attendance. To assist us with this we would be grateful if you could use the cut-off dates on the table below when making changes to number or length of playgroup sessions your child attends. Please note that due to changes in the way funding works, it will only be possible to make changes 3 times a year in line with the 3 traditional terms in which funding is claimed.

Cut-off dates for changes to the next term	
Friday 22 nd August 2014	Term 1 & Term 2
Friday 5 th December 2014	Term 3 & Term 4
Friday 20 th March 2015	Term 5 & Term 6

We appreciate that people's circumstances can change suddenly and we will do everything possible to accommodate your needs in this situation. Please contact Playgroup if you wish to make any changes. Contact details on back page.

If you have any problems or questions with these cut-off dates, please contact the Supervisor, Sarah Ingram



‘Stay and Play’

Parents and carers have long been invited to come into Playgroup during each session on a voluntary rota basis. This is invaluable as a way of sharing your child’s experience at Playgroup and seeing them, possibly for the first time, in a structured environment outside of the home. There is usually no bigger smile than when a child’s parent/carer is present for a session; the children are always very proud and happy when their Mummy, Daddy, Grandparent or Carer is the day’s ‘helper’.

If you would like to come in please talk to Sarah or Tracey who will put your date in our diary. We do understand that people have commitments outside of Playgroup and we are grateful for any help offered. Younger siblings are welcome. The staff will do their best to assure that the activities for the day are not unsafe for younger siblings, however please remember their welfare remains your responsibility at all times.

To allow the children a smooth process of settling into Playgroup we recommend that you do not volunteer during your child’s first term.



Donations

Some of you may be aware that funding has not been increased to settings for a number of years. This is putting a great strain on us financially.

To help us keep financially viable we would like to ask you if you would be prepared to make donations of items that we use all the time.

We will put a list up in the cloakroom and a box.

Items suggested are:-

Food

Crackers
Breadstick
Malt loaf
Raisins
Weetabix
Cheerios
Melba Toast
Pitta Bread
Wraps
Fruit/Plain Scones

Craft

Ready mixed paint
PVA Glue
Paper A4 and A3
Card

Cleaning/Hygiene Items

Baby wipes
Nappy Sacks
Hand sanitiser
Tissues
Kitchen Roll
Antibacterial Spray
Cream Bathroom/Kitchen
Cleaner
Food Bags
Foil
Cling film
Small pedal bin liners



Funding

If you are not already aware Government funding is available for children attending childcare. Your child becomes eligible for funding in the traditional school term after they are 3. Please use the table below to establish when your child is eligible for funding:

Date of birth	Autumn Term	Spring Term	Summer Term
01/09/10 – 31/12/10	YES	YES	YES
01/01/11 – 31/03/11	YES	YES	YES
01/04/11 – 31/08/11	YES	YES	YES
01/09/11 – 31/12/11	NO	YES	YES
01/01/12 – 31/03/12	NO	YES	YES
01/04/12 – 31/08/12	NO	NO	NO

In order to claim this funding you need to complete a Parent declaration form at the start of the Autumn Term (Term 1), Spring Term (Term 3) and Summer Term (Term 5). These forms can be found in the drawer unit on the bookcase in Playgroup lobby. Deadlines for returning the forms are usually within the first week or two of the term. Please keep an eye out for reminders on the noticeboard. Forms to be handed into staff.

Eligible children are now entitled to 15 hours funding a week, within this 15 hours you can now claim funding for your child to attend Playgroup for the additional hour on, Monday, Tuesday, Thursday or Friday to have their lunch with their friends and Playgroup staff (please supply a healthy lunch for your child). The funding is per child, not per childcare provider. On each form you need to enter the number of hours for each day you wish to claim funding for your child's attendance at Playgroup for the entire traditional Term, as well as any funded hours claimed at any other childcare setting (please only specify funded hours and not hours you pay for). All Playgroup sessions are subject to availability.

If you choose to use your funding at another childcare setting or send your child to Playgroup for longer than the 15 hours per week you will incur a charge at our hourly rate. Invoices are issued within the first week of each term and payment is due within 14 days of the invoice date. Late payment will be dealt with using the process outlined in Playgroup's Fee Payment Policy, which every parent will have signed, a copy can be found on Playgroup's website.

If you have to reduce sessions during the term, please be aware Playgroup would have to refund the funding for your child to Swindon Borough Council, so please let us know at the soonest opportunity.

Please contact the Tracey Garton if you have any funding questions. Contact details on back page.



Key Events

Term 1 **Funding Forms Due & Invoices issued**

Term 2 **Invoices issued**

Christmas Concert

Christmas Hampers for the Elderly

Christmas Party

Term 3 **Funding Forms Due & Invoices issued**

Playgroup Jumble Sale (fundraiser)

Term 4 **Invoices issued**

Ladies Night (fundraiser)

Term 5 **Funding Forms Due & Invoices issued**

Scarecrow Trail

May Day Fayre

Playgroup Outing

Term 6 **Invoices issued**

Sports Day

School Risers Visits to School

Leavers Presentation and End of Year Party



Contact Details and Communication

Wanborough Playgroup is a not-for-profit organisation run by a committee of volunteers. If you are interested in becoming a committee member, or are able to help with the running of Playgroup or specific events, please do not hesitate to contact either the Chairperson or a member of staff.

Sarah Ingram
(Supervisor) 01793 790428 (During Playgroup Hours)
wanboroughplaygroup@hotmail.co.uk

Jo Galt
(Chairperson) 07717 875880
jogalt080@googlemail.com

Christina Schumacher 07903002522
(Treasurer) Christina.schumacher@yahoo.co.uk

Tracey Garton 01793 790428 (During Playgroup Hours)
(Funding Officer) wanboroughplaygroup@hotmail.co.uk

Enrolment and changes to days should be given to Sarah Ingram at Playgroup or emailed to wanboroughplaygroup@hotmail.co.uk
Please email any queries out of playgroup hours

We aim to communicate as much as possible with our parents. We will issue updates, newsletters etc. by email. We also put notices up on the boards in the cloakroom and on an easel. We aim to keep our website as up to date as possible
(www.wanboroughplaygroup.org.uk)

Please ensure you check your emails, website and the noticeboards regularly so that you do not miss out!