

### **Preparing Your Child For Playgroup**

Over the next few months talk to your child about starting Playgroup. Show your child their symbol so they can get familiar with it, we use the symbol through the setting including their:

- Coat hook
- Pigeon hole
- Self-registration
- Pictures and drawings

Allow your child to help with daily chores and routines in the home such as setting the table, putting away shopping, tidying up and dressing and undressing themselves. All these activities will ensure your child grows in confidence and has a sense of self before beginning Playgroup.

### **Checklist For Your Child's First Day**

- Registration Form
- A full change of clothes (labelled with your child's name)
- A box of tissues, packet of baby wipes and liquid hand soap
- Monthly fees
- Registration fee

***We look forward to welcoming you and your child in September for a year full of fun, learning and excitement.***



## **Information Booklet**

30B Seaboughan Road  
Markethill  
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BT60 1SD  
02837551085  
rainbowstopplaygroup@hotmail.co.uk

## Aims & Objectives

We aim to provide each child with a high quality play based learning experience suited to their interests and needs.

We endeavour to

- Help children bridge the gap between home and playgroup smoothly
- Develop each child's self confidence and independence
- Encourage clear and confident communication
- Develop the child's social, emotional, language, cognitive, fine and gross motor skills
- Explore the world of art, movement, music and drama
- Prepare each child for a successful transition to Primary School

## Admissions

The Playgroup is open to all children irrespective of sex, culture, religion or disability. We value the integration of children from different social and cultural backgrounds and our aim is to foster understanding and respect for all. Our setting is fully accessible to those with special needs.

**All children should be fully toilet trained on entering the playgroup.** If it becomes obvious that a child is not toilet trained after the settling in period you may be asked to remove the child until they are completely toilet trained.

## Management

The Playgroup is run by a voluntary committee comprised of past and present parents. We encourage any parent with an interest to join and we welcome and value everyone's support.

Fundraising forms a crucial part of the committees role within the Playgroup as we are a Charity based Organisation.

## **Visitors**

Where possible we ensure that all visitors attend the setting after session when the children have gone. There are times when this is not possible and staff will ensure the visitor is supervised at all times. All visitors must sign in and out stating the purpose of their visit and the organisation they are from, the visitors book can be found in the hallway.

We do have an open door policy, however we ask that if parents wish to speak to a member of staff regarding their child's progress they make an appointment. This ensures we are sticking to our ratio and the children are receiving the best care possible.

## **Accidents & Incidents**

In the event of an accident or incident occurs involving your child it will be documented in our accident form detailing the date, time, what happened and what treatment was given. The staff will sign the form and explain to parents at the end of the session for you to sign as well.

## **Child Protection**

The safety and welfare of all children is our paramount concern. Upon your child beginning Playgroup you will be given a copy of our Child Protection Policy, we ask that you read and sign to say that you understand and agree to this Policy. Our procedures for reporting suspected abuse are on display in the Playgroup. We carry out regular risk assessments on our building and children take part in monthly fire drills. Our Designated Child Protection officers are Victoria Costello , Leader and Stephanie Graham, Deputy Leader.

## **Parent Involvement**

Rainbow Stop playgroup strive to establish good links with parents as well as the local community. We believe that parents are a child's first educators and therefore it is important that we all work together for the best outcomes of the children. Parents are encouraged to become involved in the Playgroup by participating in events and providing support and recognition for our Playgroup. We welcome parents, grandparents and friends of the playgroup to come to our session and share a special skill or hobby with the children throughout the year. We are grateful for any support provided by parents through our fundraising committee which proves vital to the running of the Playgroup.

## **Social Services**

As we are registered with Southern Health and Social Services we undergo an annual inspection to ensure we are adhering to the Minimum Standards for Day Care and Childminding.

## **Policies & Procedures**

Rainbow Stop has a number of written policies which have been drawn up in consultation with the management committee and within the guidelines of Social Services. We ask that these policies are read and signed to ensure we are complying with the Minimum Standards as set out by Social Services.

Our Policies can be found on [www.rainbowstop.co.uk](http://www.rainbowstop.co.uk). There is also a copy of all of our Policies in the setting for parents to read.

## **ETI**

Rainbow Stop receives funding from the Education Authority for each Pre-School child to attend. By receiving this funding the playgroup must ensure we comply with the Pre-School Curricular Guidance and provide a stimulating learning environment, this is inspected by the Education and Training Inspectorate (ETI) every 5-7 years.

## **Drop off & Collection**

Morning Session: 9:30am - 12:00pm  
Afternoon Session: 1:00pm - 3:30pm

It is essential that drop offs and collections are done on time as this limits stress on the child as well as enabling staff to carry out other daily duties between sessions.

No-one under the age of 18 years old is permitted to collect any child from Playgroup. Anyone who is collecting your child must be on the registration form or the staff must be notified as soon as possible to any changes.

## **Meetings**

The Playgroup will hold two parent teacher meetings throughout the year, one will be in October to inform parents of how your child has settled and another in the last term before moving to Primary School. However we have an open door policy and parents are welcome to make appointments to speak to their child's key worker at any time throughout the year.

## **Staff**

Rainbow Stop has three core staff members including:

- Leader, Victoria Costello - BA (Hons) Early Childhood Studies.
- Deputy Leader, Stephanie Graham - QCF Level 5 in Leadership & Management.
- Assistant, Julie Donaldson - NVQ Level 3 in Childcare & Education.

Rainbow stop accommodates up to 26 children per session with a ratio of 1 adult to 8 children in line with Social Services guidelines. All staff are trained in First Aid, Food Hygiene, Child Protection, Health & Safety and Fire Safety. Staffing is subject to approval of funded places.

### Uniform

We require children wear the Playgroup uniform while attending Rainbow Stop. This consists of the Blue jumper with the Playgroup logo, these are available to purchase from the Playgroup at a cost of £13, we also recommend a yellow polo shirt and navy bottoms. All footwear should have Velcro or buckles for safety reasons. We ask that you provide weather appropriate clothing such as coats, hats, shorts or dresses throughout the year as we do try to continue our learning outside as much as possible throughout the year.

**We ask that every child brings a spare change of clothes and that all items are clearly labelled.**

### Medical Care

If any child is on regular medication which must be given during Playgroup hours, written consent must be given and a care plan is required from a Health Care Professional. Please be mindful that we are required to follow the guidelines from the Public Health Agency which requires anyone who has had a bug to remain excluded for a minimum of 48 after the last bout of illness. Any other infectious illnesses have their own incubation period and a copy of this is available from the setting. We ask that if due to illness a child is not attending the session the playgroup is informed as soon as possible to avoid the spread of infection.

### Hygiene

Rainbow Stop is inspected annually by Environmental Health in relation to Health & Safety as well as Food Hygiene. All toys and equipment are sterilised on a regular basis, with toilets being checked throughout the session and cleaned accordingly. All children are encouraged to ensure they wash their hands before snack and after going to the toilet as well as after messy play.

### Early Mathematical

#### Experiences:

During play children will be given opportunities to sort, count, match and sequence. Children will gain an understanding of time through our daily routine by learning what comes next. As well as discussing size, shape and quantity and problem solving in areas such as the sand and water trays.

### The Arts:

Being creative is about making new things, taking risks, experimenting, coming up with new ideas, solving problems and coping with uncertainty. The Arts is not just about paintings and drawings but also includes role play, using our imaginations, building and making models in junk art and construction areas as well as expressing musical talent through songs and rhymes.

### World Around Us:

From their earliest days, children try to make sense of their world. They are naturally curious about their environment and the people around them and frequently ask questions. Through a wide variety of activities and experiences in play, children begin to develop a range of skills and concepts such as observation and experimentation.

### Outings

Rainbow Stop aim to partake in at least two trips throughout the school year. We ask that parents attend these trips with their child to ensure we are meeting our required ratio. Information is sent out prior to any trips and a consent form is needed for each child.

## **Play Based Curriculum**

At Rainbow Stop we follow the Pre-School Curricular Guidance as set out by the Department of Education. Play is a vital part of child development, through play a child is able to create, explore, question and develop their personality. Children are free to move around the setting choosing their own resources and activities throughout the session.

The six areas of learning include:

### **Personal, Social & Emotional Development:**

This involves children's emotional well-being, understanding of who they are, and respect for others and their environment. It is also about forming and sustaining relationships, beginning to understand emotions, learning how to self-regulate, and developing positive dispositions to learn.

### **Physical Development:**

Physical play develops gross motor skills, for example running, jumping, climbing, skipping, hopping, balancing, kicking, striking, throwing and catching, helping children to develop balance, control, co-ordination and an awareness of size, space and direction. Play opportunities should be maximised indoors and outdoors to help develop fine motor skills such as grasping, screwing, pinching, picking, holding and threading, which are important for the development of eye and hand control.

### **Language Development:**

Language development is crucial to living and learning, to communicate with others, to share and express feelings, to give and obtain information, and to understand ideas and develop thoughts.

## **Settling In:**

To allow children to settle in we 'stagger' our intake. This allows staff and children to get to know each other in smaller groups and develop relationships. You are welcome to stay with your child to help them settle for the first few days, however we find it easier on the child if this is not a prolonged experience. We have an open door policy and we welcome parents to ring at any time to check on their child if they have been distressed at drop off. Where we feel it is needed we will contact parents to ensure the settling in period is a smooth process.

## **Fees**

The fees are £7.50 per day for children who are in their penultimate year; this fee includes the cost of a healthy snack provided for each child.

Children who have been accepted in a funded place pay £50 per term towards snack and running costs. This is asked in monthly instalments of £15.

There playgroup is a member of Early Years-The Organisation for Young Children and is registered with the Southern Health & Social Care Trust.

There is a registration fee of £25 to cover insurance costs and Early Years membership, we asked that this is paid on your child's first week.

## **Complaints**

If you would like to raise any issues about any aspect of the service we provide at Rainbow Stop you are encouraged to speak to the Leader at any point throughout the year. We would hope any issues can be resolved before a complaint is raised. All complaints are recorded and brought to the attention of the management committee. Appropriate procedures will be followed to resolve any issues so we can reach a satisfactory conclusion.

# Our Daily Routine

Self Registration  
Work Time  
Snack Time  
Tidy Up Time  
Outside Time  
Story and Rhyme  
Small Group Time  
Home Time



# Our Golden Rules

