



Three Bears Playgroup



Wilkinson Drive

Kesgrave

IP5 2ES

Tel: 01473 635255

Email: threebearsplaygroup@btconnect.com

Website: threebearsplaygroup.org.uk



Registered Charity: 1026190

About us:

Three Bears Playgroup occupies purpose-built accommodation on the site of Cedarwood Primary School, Kesgrave. We are independent of the school and operate as a registered charity.



The playgroup offers a quality experience for children and families. We have a well-equipped, clean, and pleasing indoor environment and a large garden and veranda area.

We have a highly qualified, dedicated, and motivated staff team led by our manager who has Early Years Professional Status.

We are managed by a committee of parents and carers from the community. As a community based, voluntary managed playgroup, we depend on the goodwill of parents and their involvement to operate successfully. Parents are regarded as members of our playgroup who have full participatory rights. Membership of the playgroup carries expectations of parents for their support and commitment.

Opening times: 9am-4pm during school term time.

The playgroup takes children aged between 2 and 5 years.

We are registered with Ofsted and were graded '**Outstanding**' in all areas. See our report <http://reports.ofsted.gov.uk>

We offer government funded early education for 2, 3- & 4-year-old children; 15 universal hours and 15 extended hours across 38 weeks a year, (for those that are eligible).

Paid for session at £4.50 per hour

Our Aims

At Three Bears Playgroup we aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our high ratio of qualified staff to children;
- has the chance to join with other children and adults to play, work and learn together;
- is able to take forward their learning and development by being helped to build on what they already know and can do;
- has a key person who makes sure their individual needs are met;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

Working together for your children

In our playgroup we are able to offer your child a high ratio of qualified adults to children. This helps us to provide a quality experience for your child through allowing us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- enable the children to explore and be adventurous in safety.

All staff who act as key persons are qualified to Level 3 in Children's Care and Education or above. All staff have training in Paediatric First Aid, Food Safety and Safeguarding Children. At Three Bears we provide opportunities and encourage staff training and development. We also encourage volunteer parent helpers who are in addition to our ratios.

Key persons and your child

Each member of staff has a group of children for whom they are particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts with us, the key person will help them to settle and throughout their time at the setting, they will help your child to benefit from the playgroup's activities.

Children's development and learning

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. The provision for children's development and learning is guided by the Statutory Framework for the Early Years Foundation Stage (DfE 2017). We plan and provide a range of play activities which help children to make progress in all areas of learning and development. In some of these activities' children decide how they will use the activity and resources, and in others, an adult takes the lead in helping the children to take part.



Learning Journals - Records of achievement

We keep a 'My Learning Journey' which is a record of achievement for each child. We believe that parents know their children best and we ask them to contribute to the Learning Journey by sharing information about what their child likes to do at home and how they as parents are supporting development. We use an online Learning Journey 'Tapestry' which creates this

two-way communication between you and your key person regarding your child's learning and development. Staff and parents working together helps us to celebrate achievements and to work together to provide what your child needs for their wellbeing and progression.

We start on enrolment with the 'All About Me' record. This enables you to share with us information about your child's needs, activities, interests, and achievements that have happened before you start with us. This information helps the key person to identify your child's stage of progress and to work with you to decide on how to support your child's learning and development.



At playgroup we assess how children are learning and developing by observing them frequently. We use this information to plan, support, extend and review your child's learning and development.

At transition times, when a child moves to a new setting or on to school, we share these records with them.

The staff are always ready and willing to listen and talk with you about your child informally at the beginning and end of sessions. Review meetings are held termly, and appointments can always be made to discuss your child's needs if required.

How parents take part in the playgroup

Our playgroup recognises parents as the first and most important educators of their children. Our staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making playgroup a welcoming and stimulating place for children:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at sessions at the playgroup;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used by the children;
- becoming a trustee and joining the management committee;
- organising fundraising events for the playgroup;
- volunteering and supporting events;
- building friendships with other parents at Three Bears.

Starting at Three Bears

We know that leaving your child can be difficult for you and your child, talk with your child about us. If your child has not been left before, leaving them with others you know and trust for short lengths of time will help to make separating easier when they start with us.

We want your child to feel happy and safe. To support this the staff will work with you to decide how to help your child settle into the playgroup.

When you start, we provide you with a Red Three Bears Bag to leave at the playgroup with things your child may need:

- Spare set of clothing
- Changing items; Nappies, pull ups and wipes if appropriate

Please ensure that everything that all items are named.

We have aprons for messy activities, but please keep best clothes for home.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet, taking off and putting on outdoor clothes. Clothing that is easy for them to manage will help them to do this.



At playgroup we play outdoors every day and it is important that you provide your child with the appropriate clothing;

- cold weather- warm coat, hat, gloves,
- hot weather – sun hat, and apply sun cream
- rainy weather – welly boots, waterproof coat

We provide healthy snacks, water, and milk each session and water is available to your child throughout the day, but you may like to provide an individual named water bottle to remain at the setting to access independently.

If your child is staying for a full day, please provide a healthy packed lunch (see leaflet). Lunch club is a social time where the children sit together at tables with friends and staff members.

The routine at the start of a session to share with your child



Welcome - Wait along the path, stay with your adult. Your key person will welcome you from the veranda gate, say goodbye and off you go for a fun day



Hang up coat and your key person will take your lunch box and other items



Come in and join your friends to play and have fun



At Three Bears we love to play outside as much as possible

Policies

The playgroup's policies help us to make sure that the service provided by the playgroup is of a high quality and that being a member of the playgroup is an enjoyable and beneficial experience for each child and their parents.

The staff and parents of the playgroup work together to adopt and review the policies annually.

Copies of all policies are available to read in the playgroup lobby, if you wish to take them home to read please ask a member of staff who will arrange this for you.

Special Educational Needs and Disabilities

As part of the playgroup's policy to make sure that its provision meets the needs of each individual child, we take account of any special educational needs or disabilities a child may have. We work with parents and other agencies to ensure children are supported successfully and their needs are met.

Safeguarding children

Our playgroup has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices safeguard children against the likelihood of abuse in our playgroup and we have a procedure for managing complaints or allegations against a member of staff.

We use Parent Sharing Forms - for information sharing and Home Incident Forms – for you to tell us about incidents/accidents from home. This way of working with parents and their children ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, helping families if difficulties arise.

Management of our Playgroup

We are always looking to elect new committee trustees at our Annual General Meeting. **The AGM** is open to all parents: we look over the previous year's activities and shape the coming one.

Committee trustees are responsible for the playgroups finances, employment of staff, making sure we have working policies that help to provide a high-quality service and making sure we work in partnership with the children's parents.



We hope that you and your child enjoy your time at Three Bears Playgroup and take the opportunity to become fully involved in all that we do.