



# Three Bears Playgroup



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**Registered Charity: 1026190**

## About us:

Three Bears Playgroup occupies purpose built accommodation on the site of Cedarwood Primary School on Grange Farm. 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.

Our opening times are 9am-3.30pm during school term time.

The playgroup takes children aged between 2 and 5 years.

We are registered with Ofsted and are eligible to receive early years funding.

### 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. 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**

Our playgroup uses a key person approach. This means that 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 his/ her 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 2014). 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, in others, an adult takes the lead in helping the children to take part.

Children start to learn about the world around them from the moment they are born. The care and education offered by our playgroup helps children to continue to do this by providing all of them with interesting activities that are appropriate for their age and stage of development.



## **Learning Journeys - 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 with regard to 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 My Child' booklet. 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 enables 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 and extend your child's learning and development.

At times of transition, such as 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. Appointments can be made to discuss your child's learning journey more formally; please speak to your key person to arrange.

### **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 in the children's play activities;
- being part of the management of the playgroup;
- organising fundraising events for the playgroup;
- taking part in events provided by the playgroup;
- joining in community activities with the playgroup;
- building friendships with other parents in the playgroup.

### **The parents' rota**

The playgroup has a daily rota for parents to sign up to help during sessions if they wish. Helping at the session enables parents to see what the day-to-day life of the playgroup is like and to join in helping the children to get the best out of their activities.

Parents can offer to take part in a session by sharing their own interests and skills with the children. We welcome parents to drop into the setting to see it at work or to speak with the staff.

### **Starting at Three Bears playgroup**

At playgroup we know that leaving your child can be difficult for you and your child, talk with your child about us and remind them of the visits you made to see 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 at playgroup.



We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide how to help your child settle into the playgroup. Your child can bring a comforter or special toy if needed to help them have a successful time.

When you start we provide you with a Three Bears drawstring bag to bring every session with things your child may need.

We provide aprons for the children for when they take part in messy activities, but please remember that children do like to get messy, so 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.

We provide boxes to put wellies in when worn on wet days, if you provide your child with alternative indoor shoes to wear please make sure they can put them on independently.

Please provide a spare set of clothing for your child and also nappies, pull ups and wipes if appropriate, in their named Three Bears drawstring bag. Please ensure that everything that your child brings to playgroup is named.



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

Although we provide snacks with water and milk each session and water is available to your child throughout the day, you may like to provide an individual named water filled bottle for them to access independently.

If your child is staying for a full day please provide a healthy packed lunch. Lunch club is a social time where the children sit together at tables with their friends and a staff member.

## **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 the policies and all have the opportunity to review policies annually. This review helps us to make sure that the policies are enabling the playgroup to provide a quality service for its members and the local community.

A copy of all policies are available to read in the playgroup lobby area; if you wish to take them home to read please ask a member of staff who will arrange this for you. Alternatively they will be available to read online at our website.

## **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.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

### **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.