



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 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 good will 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 on parents for their support and commitment.

Our opening times are 9.00am-3.30pm during school term time.

The playgroup takes children aged between 2 ½ and 5 years.

The playgroup is registered with Ofsted and is 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 live, play, work and learn together;
- is helped 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 playgroup that sees parents as partners in helping each child to learn and develop; and
- is in a playgroup 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.

Our manager has Early Years Professional Status and 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 at the playgroup, they will help your child to settle

and throughout your child's 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 the children with interesting activities that are appropriate for their age and stage of development.



Learning Journey's - 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. Staff and parents working together helps us to celebrate achievements and to work together to provide what your child needs for their well-being 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 will enable 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 information that we gain from observations and photographs of the children, to document their progress and where this may be leading them.

At regular intervals your key person will ask you to fill in a 'Jigsaw' giving you an opportunity to update us on your child's current interest, what you have observed at home and enables your key person to share observations made at the playgroup.

As part of the Learning Journey we also write assessment summaries based on these on-going development records. They are made at regular intervals as well as at times of transition, such as when a child moves on to nursery or school and 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 and any other business, 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 and parents:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at sessions of 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 which parents can sign when they would like to help at a particular session at playgroup. 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 on how to help your child to 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 when they play with 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 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 a high quality one 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 take part in the annual review of the policies. 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 the 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 needs

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 needs a child may have. We work with parents and other agencies to ensure children with special needs are supported successfully.

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 members at our Annual General Meeting which is open to all parents and looks over the previous year's activities and shapes the coming one.

Committee members 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 playgroup and take the opportunity to become fully involved in all that we do.