



# For your information

## Our details

Grindleford and Eyam Playgroup  
Bishop Pavilion  
Bridge Playing Field  
Grindleford  
Hope Valley S32 2JN  
Email: [gepsupervisor@hotmail.com](mailto:gepsupervisor@hotmail.com)

Ofsted URN: 206778

Registered charity No. 1036608

Telephone: 07842 095402/07463 066915

## Places and Bookings

Parents should complete an application form indicating start date and preferred sessions. Places are allocated at the start of the Summer term for the following academic year. We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not then the offer of a place may be withdrawn.

## Operating Hours

Grindleford and Eyam Playgroup is open:

Monday	9.30	-	12.30pm	
Tuesday	9.00	-	3.00pm	(children can be collected at 1.00pm)
Wednesday	9.00	-	3.00pm	(children can be collected at 12.00 or 1.00pm)
Friday	9.30	-	1.30pm	

Please be punctual when collecting your child.

## Term dates

Grindleford and Eyam Playgroup operates according to Derbyshire County Council term dates, a copy is enclosed in this pack. In addition, we will follow Grindleford/Eyam Primary School inset days. Parents will be notified of these additional closure days at the start of each term.

## Settling in

Making sure your child is happy, secure and settled at pre-school is a parent's biggest concern and it's also our top priority. Our recent OFSTED report says that "*Children settle in quickly when they first start and develop firm friendships with each other*".

We encourage parents to book a visit to pre-school with their child at least once during the term prior to starting. We also run a drop in mud kitchen session on Fridays as well as several open days every year, these are a good opportunity to meet the staff and get a feel for the atmosphere.

## Fees and Invoices

Fees are payable each half term by cheque, cash, bank transfer or workplace vouchers by the date indicated on the invoice. If you wish to arrange a different payment schedule please speak to the Treasurer.

All invoices will be sent out within the first two weeks of each term. If invoices have not been received by then it is the responsibility of the parent to inform the Treasurer.

Other than if we are in breach of these Terms and Conditions, all sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments will result in the termination of the place and in such circumstances the parents will not be entitled to a refund of any fees.

### **Early Years Entitlement**

All families are entitled to up to 570 hours per year of free early year's education from the term following their child's third birthday (the universal entitlement): this equates to 15 hours per week during term time. Families claiming the free entitlement will be asked to provide proof of the child's date of birth (birth certificate, passport) and to complete an FE1 form.

In addition, working parents can apply for a further 15 hours per week (the extended entitlement). Parents need to check their eligibility through the Childcare Choices website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

If successful they will be issued a code, which can only be used the term after the child's third birthday, or the term following the date they receive a decision from HMRC.

Eligibility must be reconfirmed every 3 months. Further information can be found on the Childcare Choices website.

Children who meet certain eligibility criteria are entitled to 15 hours per week of free early year's education from the term after their second birthday. To find out if you are eligible visit

[https://www.derbyshire.gov.uk/education/early\\_years\\_childcare/early\\_learning\\_free\\_places/free\\_places\\_two/default.asp](https://www.derbyshire.gov.uk/education/early_years_childcare/early_learning_free_places/free_places_two/default.asp)

and follow the link to the parent portal

or text "Child" to 86555 (texts cost 10p)

or call DCC from 9am to 5pm, Monday to Friday on 01629 539316 / 539317 / 539319

### **Termination / Cancellation / Change**

We require four weeks' notice, in writing, should you wish to terminate a pre-school place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a pre-school place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

In all other circumstances we will give you one month's notice, in writing, should we wish to terminate a pre-school place for any reason.

If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form.

If a parent wishes to change the number of sessions attended at pre-school we require four weeks' notice and a Change of hours form must be completed and handed in at the pre-school.

### **Sharing Information**

Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our Confidentiality and Client Access to Records Policy. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you at the point of registration. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

Parents are requested to inform the pre-school of any changes to the information kept by the pre-school.

Please inform the pre-school of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication. Parents must continue to inform the pre-school of any changes/progress to the condition when they become aware.

### **Accidents and Illness**

Parents are asked to complete a consent form in the registration form to allow staff to administer first aid.

Parents will be informed of all accidents and will be required to sign an accident form.

We will administer prescribed and non-prescribed medicines if parents complete a consent form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day. We may also ask parents to withdraw their child from pre-school, if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the pre-school may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the pre-school if their child is suffering from any illness, sickness or allergies before attending pre-school.

We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during pre-school hours.

For further information see our policies and procedures:

Administering medicines; First Aid ; Health and hygiene and Managing allergies

### **Security**

Under no circumstances will the child be allowed to leave pre-school with anyone unknown to our staff unless the parent has previously arranged this. A list of responsible adults who are authorised to collect the child should be included in the child's registration form. The pre-school operates a password system for the collection of a child. If the parent has made alternative arrangements by telephone, the pre-school will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the pre-school. For further information see our Arrival and departures policy.

### **Behaviour Management**

We may require parents to withdraw or remove their child from pre-school in the event that the Supervisor considers the child to be disruptive or displaying inappropriate behaviour.

We will not tolerate pre-school staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a pre-school place.

### **Volunteering**

Volunteering is a great way to see what we do and discover for yourself the wonderful opportunities offered by the Grindleford and Eyam Playgroup approach. If you would like to volunteer with us, speak to the Supervisor. Regular volunteers will need to complete an induction and be prepared to have a criminal record check.

### **Parental involvement**

Even if you do not wish to volunteer we offer numerous occasions during the year when you can visit the pre-school and share a special occasion with the children. Previous year's visits have included Harvest Festival, Christmas Nativity, May Day and Sport's day. If you would like to arrange a visit on another day speak to our Supervisor, however, we cannot always accommodate these requests.

## **Insurance**

We have extensive Insurance cover - full details of the Insurance is available upon request.

## **Personal Property and Belongings**

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the staff to ensure the children's belongings are not lost or damaged.

Practical 'inexpensive' clothing is strongly recommended for children attending the pre-school. A suggested list of items each child requires is attached. It is the parent's responsibility to name and clearly label all items of clothing.

## **Liability**

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the pre-school being temporarily closed or the non-admittance of your child to the pre-school for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on pre-school premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

We will make reasonable endeavours to keep parents and / or children's property in good order.

Liability for damage of such property is excluded except where caused by our negligence.

## **What your child will need each day (please ensure all clothing/equipment is labelled with your child's name):**

Change of clothes – at least one full set, more if child is toilet training

Waterproof coat and trousers

Long sleeved top and trousers for forest school/woodland adventure sessions

Fleece, hat, gloves (autumn/winter)

Sun hat, sun cream and insect repellent (summer, please apply before the session)

Wellingtons

Indoor shoes such as crocs or pumps

Nappy(x3), wipes, barrier cream – if required

Lunch (Tuesday/Wednesday/Friday)