



For your information

Our details

Grindleford and Eyam Playgroup
Bishop Pavilion
Bridge Playing Field
Grindleford
Hope Valley S32 2JN

Ofsted URN: 206778

Registered charity No. 1036608

Email: gepsupervisor@hotmail.com

Telephone: 07842 095402/07463 066915

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

Unfortunately, we had to make the difficult decision to increase our fees as of September 2019. Our rates for the year 2019-2020 are:

- For children of two to three years up to the term following their third birthday: £4.20 per hour.
- For children of three years upwards – from the term following their third birthday: £4.75 per hour. This charge only applies to any hours over the free entitlement.

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.

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

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

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.

Food and drink

Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained.

Details of the snack provided each day is displayed on our notice board.

Use of photographs

From time to time we will take photographs of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our computer whilst your child is with us. If you give written consent on your *Registration Form* the images may be used for training, publicity or marketing purposes.

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, sick or infectious children

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 may 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. The playgroup is managed by a volunteer committee who are voted in each year at our AGM and we welcome new members. If you would like to volunteer with us, speak to the Supervisor or our Chair. 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.

Fundraising

We run a number of fundraising events throughout the year and would welcome your support, we are always looking for new volunteers to join our team of supporters. The playgroup is registered with both Easyfundraising and Amazon Smile which raise funds as you shop online, get in touch if you would like to know more.

In addition, parents can make a voluntary donation towards the cost of snack; the suggested amount is based on 10p per hour attended. You will find this optional extra itemised on your invoice. We are registered for Gift Aid which is a quick and easy way to increase the value of any donations you make, please ask in setting for a form.

Insurance

We have extensive Insurance cover provided by the Early Years Alliance - 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.

Complaints

If you have any concerns regarding the services we provide, please discuss them with your child's key person or the Supervisor. If these concerns are not resolved to your satisfaction, please contact the Chair of the management Committee. Any concerns/complaints will be dealt with in line with our *Complaints Policy*.

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