



# JACK & JILL PLAYGROUP

## PROSPECTUS

JACK & JILL PLAYGROUP  
MINERVA ROAD  
STROOD  
ROCHESTER  
KENT ME2 3HN

TEL: 01634 717585

TEL: 07845 979519

E-MAIL: [jackandjillplaygroup@hotmail.co.uk](mailto:jackandjillplaygroup@hotmail.co.uk)

WEB: [thejackandjillplaygroup.co.uk](http://thejackandjillplaygroup.co.uk)

SUPERVISOR/MANAGER: SALLY HOWARTH  
ADMINISTRATOR/MANAGER: DELIA BRYAN

### SESSION TIMES:

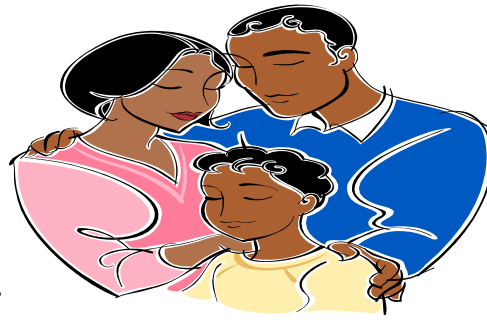
MONDAY TO FRIDAY: 9:00AM TO 3:30PM

LUNCH CLUB AND EXTENDED CARE AVAILABLE

(TERM TIME ONLY)

OFSTED REGISTRATION NO: EY452604

REGISTERED CHARITY NO: 1024238



## THE COMMITTEE

The Jack and Jill Playgroup is run by an elected committee of parents, as a community based and voluntary managed setting. The committee have overall management and control of the pre-school and act as the trustees of the charity. This ensures that decision making is in the hands of our parents and carers who use the playgroup and have full participatory rights.

Together with the staff and parents, the committee aim to provide a caring, safe and stimulating learning environment for the children in which they may become active learners and progress to their fullest potential regardless of their starting points in life.

The committee's duties include reviewing policy and procedures, the employment of staff, fundraising and ensuring the playgroup runs smoothly, efficiently and in accordance with the playgroup constitution (2011), safeguarding and welfare requirements which are compliant with the Statutory Framework for the Early Years Foundation Stage (EYFS) and employment legislation.

The Jack and Jill Playgroup committee employ an administrator to do this on their behalf, this person essentially manages the day to day business decisions, maintaining records and obtains and shares information to ensure the safe and efficient management of the setting during the year.

Meetings are held at least twice a year; this gives the administrator the opportunity to update the parent committee on progress of the group, financial matters, delegation of any administration tasks needed outside the administrators role; committee officers may need to vote on important issues, arrange fund raising events and trips. Minutes are taken at each meeting and a copy of the last minutes displayed on the parent board.



# ✓OTE

Our AGM (annual general meeting) at which the committee is elected is held in June of each year.

We encourage all parents to join the committee not just mums, dads but carers and grandparents. Meetings are held informally during the year and we vary times and days. Meeting days and times are displayed in several ways: on the parent's notice board, through newsletters, our website or chalk board/notices on entrance to the group so that we reach as wide a range of parents as possible.

A list of our committee members are displayed on the noticeboard for parents.

Parents are kept up to date with events; changes to the group etc by regular newsletters, information letters, boards and notices. We have regular training schedules provided to us through Medway Early Years team which are available to all staff and some may be aimed particularly to support committee members.

We are a member of the Pre-school Learning Alliance (PLA) membership number: 4180 and adhere to the Model Pre-school Constitution 2011 (copy of which is displayed on our parent board in playroom 1. Our full policy and procedures are kept at playgroup and reviewed yearly. You may request a copy, although some may be included in our registration documents and posted on our website [thejackandjillplaygroup.co.uk](http://thejackandjillplaygroup.co.uk).

We like to work closely with parents and encourage you as parents to get to know our setting and join in the activities so that you know more about the activities and learning opportunities we offer your children on a daily basis.



## DAILY ROUTINE

### REGISTRATION

Children are welcomed into playgroup, self-register by taking their name card and handing to a member of staff on the door. Parents are asked to encourage their children to change into appropriate indoor shoes if necessary and children to hang up their own coats, bags on named designated peg and say goodbyes as their child goes directly to the activities provided. We encourage children's independence and identify their belongings, knowing where they belong is an important part of this.

### KEY PERSONS

Key persons will be on the doors and in the playrooms to settle children at the activities as quickly as possible and assist parents. We welcome parents to drop into the setting to see how it at work or to speak to staff.

Children then access our playrooms and outside play area throughout the morning/afternoon in a mostly free flow system of play during the sessions so that all learning and play activities may be accessed at some point. We bring children together for tidying up, circle time and key persons` may work with a group of children or on a one- to- one for teaching and extending learning opportunities.

### TOILETING

Children are encouraged to toilet themselves and wash hands independently using the adjoining childrens toilets located in each playroom. Children are reminded regularly of toileting routines; we give support and extra reminders when children are potty training during session. We have changes of clean clothes if there are any little accidents.

Staff informs others when assisting toileting of children or when changing nappies alone. Toilet doors are left open but at the same time we are also mindful of protecting children`s privacy. Children are encouraged to be completely independent with toileting and staff only assists children if absolutely necessary (risk assessed).



## BREAKFAST

Breakfast starts at approximately 9:15am with various choices during the week of cereal, toast, fruit, yoghurt etc with milk, no sugar squash, and water and fruit juices.

A snack card system is used with a red card indicating dietary, cultural and religious requirements of individual children which is explained to parents on registration.

A water jug and cups are provided in each playroom for children to access when thirsty and they may help themselves during the session.

A sample menu is displayed on the outside parent board, on the door in playroom 1 and we try to keep to a healthy eating plan throughout the term but we do have a few treats!

Generally at the end of session, we along with the children tidy away the toys and join together for stories, songs and giving out of work children have completed during the morning. Parents collect children at 12:00 noon for home.



## AFTERNOON SNACK

We have a similar routine for the afternoon sessions incorporating a snack from 2:00pm. The example snack menu displayed on outside parent's boards and inside on doors. Parents collect at 3:30pm.

We have a covered all weather outside play area for outdoor activities and free style form of play. We use the school field and wooded area daily when possible and maintain our own digging and gardening area with a bird viewing point.

We ask that all children come to playgroup appropriately dressed for the session.

## EDUCATION AT PLAYGROUP

All 3 and 4 years olds are entitled to free part-time educational places. We receive free funding for the government for both these age groups which is currently 15 hours per week. You will be informed when your child is eligible but funding usually falls the term after their 3<sup>rd</sup> birthday. Parents will be required to complete a Medway NEF funding form when confirming funded sessions.

We also offer 15 hours free educational care for eligible 2 year olds in Medway. Unfortunately this is not for all 2 year olds and will be based on the income circumstance of some families of 2 year olds. **The playgroup does not decide eligibility.** Medway Council will be contacting parents of eligible 2 year olds by letter directly explaining the entitlement and how you can use it for your 2 year old.

Our aim is to work in partnership with parents and carers to promote the learning and development of all children in our care and to ensure that when they leave us they are ready and are looking forward to `big` school and we do everything we can to make that transition to school a happy and exciting experience.



## The Early Years Foundation Stage (EYFS)

The EYFS comprises of seven areas of learning and development, all of which are important and inter-connected and provide opportunities for the children in our care to develop and reach their fullest potential.

The early learning goals summarise the knowledge and skill that all children should have gained by the end of Reception Year at school. They provide the basis for planning throughout the foundation stage from birth onwards.



**The 3 prime areas are:**

- Communication and Language;
- Physical Development
- Personal, Social and Emotional Development

**The four specific areas are:**

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and designs

We consider the individual needs, interests and stage of development of all the children in our care and use this information to plan a challenging and enjoyable experience delivered through planned, purposeful play with balanced adult-led and child initiated activities.

#### **Progress check at age two**

When a child is aged between 2 and 3 years, key workers review the child's progress and provide parents/carers with a short written summary of their child's development progress in the 3 prime areas. This progress check identifies the child's strengths and weaknesses or if there are any emerging concerns regarding developmental delay. Key persons use their professional judgement based on observations and ongoing assessment of the child's achievements during the time they spend with us.

The 2 year check is discussed with parents on completion and parents are asked to keep the check in their child's health `Red Book` so that it can be shared with and linked in with Health Visitors 2 ½ Year Old Review progress summary.

If you would like to learn more about education at playgroup and your child's progress you are welcome to speak to us at any time before or after session.

We have regular newsletters, information that we send out to parents to keep you informed of our activities during the term. Parent days are held at least twice a year to keep you updated on a more formal basis of your child's development and you are welcome to see your child's learning journeys (EYFS folders), please ask your child's key person.



### KEY PERSONS

The group operates a key persons system, which means that each child has a key person, a member of staff to relate to, that settles them into the playgroup ensuring your child's individual needs are met. Key persons keep a record of their progress, achievements, observations and assessments during the term.

We use the EYFS framework (folder) to keep a record of each child's learning and development. We encourage child initiated learning which is observe by `look, listen and note`. Key workers then have an overview of where each child is, where they need to go and what support is needed to get them there.

Assessments during this time are based on observations, photographs, things child has made or drawn and information from parents. We then evaluate what we see to provide equipment, resources and activities for them to progress to the next step. From this system of recording the keyworker is able to tailor the group's curriculum to the unique needs of each child.

The parent will be introduced to their child's key person during the first few weeks your child attends playgroup. The key person maintains links with the child's home setting, working with parents through shared record keeping to ensure all children are supported in reaching their full potential. Records of your child's progress are confidential and are available on request for each parent to read.





## Teachers' Corner

### OUR STAFF

All staff wear identifiable uniforms and name badges. The majority of our staff are either fully qualified or are in training towards qualifications in child care. Each member of staff has been enhanced DBS police check and at least one member of staff at each session has 1<sup>ST</sup> Aid training which is local authority approved. We have a named Child Protection, Special Educational Needs and Disabilities, Health and Safety and Behaviour Management Officers who work every day alongside the children and their families and are listed on the inside parent board.

We work within current regulations in regard to child: staff ratios; we also at various times according to children`s individual needs have links with relevant multi-agency professionals for which we seek consent from parents on registration and at times of concern.

We also mentor and provide work experience placements for students, apprentices from schools and colleges studying childcare on work placements throughout the year.

## RECORDS

Accurate records are maintained of children and staff attending the group together with a daily register, visitor's book and accident/incident/medicine book.

Records are kept of each child in playgroup together with emergency contact numbers, doctors, allergies etc. Kindly inform us as soon as possible of any changes to your registration details especially contact numbers, address or social/health issues. Confidentiality is kept at all times. Forms for changes to address or collection of children are kept on parent board.



## FIRE DRILL

A fire drill is held every month. Fire drill procedures and evacuation procedure are displayed in the 2<sup>nd</sup> playgroup room. All staff/students/visitors are given an induction on our fire drill procedures in the event of an emergency.

The playgroup is inspected regularly, to look at the standard of education and care being provided the inspection is carried out by:

**OFSTED** - is appointed by the Government and has two tasks, responsibility for the regulation for day care and also looks at the quality of the education provided for your child. The inspection leads to a published inspection report, which will be available for you to see.

The group's registration certificate, insurance policy and other statutory documents are displayed on the parent's notice board at the entrance to playgroup.



## COMPLAINTS

If you have a complaint about our group, please speak directly to our Supervisor/Manager (Sally) or Administrator/Manager (Delia) who will endeavour to record your complaint and deal fairly and promptly to resolve the issue. You may ask to see our complaints file.

If this can not be resolved satisfactorily within the setting, we will ask that your complaint is put into writing to the Committee Chair. A list of the committee is displayed on the parent's information board.

The Chair will be responsible for investigating the complaint further and discuss with you what action can be taken and the time scale expected to resolve the issue.

Advice can be taken directly from:

**OFSTED**

**Telephone no: 0300 123 1231**

**Email: [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk)**

**Write to: Ofsted at Piccadilly Gate Store Street Manchester  
M1 2WD.**

**THE END**