☎ 07582371984 playgroup.feltwell@gmail.com

FELTWELL PLAYGROUP
(Charity Reg. No. 1028560)
THE W,.I HALL, THE BECK,
FELTWELL, THETFORD,
NORFOLK, IP26 4DB

Our Information

Feltwell Playgroup is held at the W.I. Hall, The Beck, Feltwell, on each week day during school term time. We take children from the age of 2 to 5 years old.

Available Sessions

Morning	Lunch	Afternoon
9:00am - 11:30am	11:30 am - 12:30pm	12:30pm—3:00pm
9:00am - 12:30pm		
9:00am-3:00pm		

Our normal charges are £4.00 per hour. Therefore, a morning or afternoon session costs £10.00 and lunch-club is £4.00 per day - half fees are payable if the child is absent for any reason. A whole day costs £24.00. A morning session with lunch costs £14.00. All pre-school children are entitled to up to 15 hours of free childcare per week, starting the term following their third birthday. However, some parents of 3 and 4-year-old children will be eligible to claim the new extended 30-hour funding entitlement. Parents of some 2-year olds are also eligible to claim 15 free hours per week – if you are eligible, you should receive a letter from the county council informing you of this. They will send you a form that you will need to fill in and give to us at Playgroup. If you require any information about this please feel free to contact us.

Sessional or full day care is available. Registration time lasts for 10 minutes at the beginning of each session, anyone arriving after this time for whatever reason, unless pre-arranged, will not be admitted as it causes disruption. When you drop off your child, please tell a member of staff if someone else will be picking them up. Please ensure your child is always picked up on time by whoever is collecting them. We reserve the right to charge parents/carers for late collection. These charges are to cover staff overtime as two members of staff have to remain on the premises until the child is collected. The current charge for late collection is £5.00 per child for every 5 minutes (or part thereof) after the first 5 minutes that the parent/carer is late, as shown on the playgroup clocks. We aim to ensure that these are GMT accurate and are checked regularly.

If your child is in nappies/diapers or pull-ups/training pants please send all the necessary items we will need to change them (we have a changing table). Only disposable nappies are to be used. Please do not send in nappy rash ointments as these cannot be applied. If your child has been given prescription medication which needs to be used during nappy changing times then staff will put the cream onto your child's nappy only (not on their skin). A member of staff will need to speak to you at your child's first session to ensure that we can work together to keep your child clean and happy.

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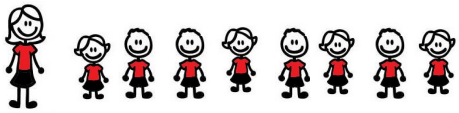
At each session there will be at least 1 qualified childcare worker and enough staff to adhere to the correct adult: child ratio.

1 adult: 4 children under 3 years old	1 adult : 8 children over 3 years old
	

Each child, on joining our playgroup, is assigned a Key Person. Although your child's allocated Key Person may change during the time your child is with us, each Key Person duties are the same. They have a special responsibility for a small group of children and will ensure that the needs of each child are recognised within the playgroup records and monitor the child's progress. However, a Key Person does not shadow their allocated children throughout the session, liaise with only their key group of children, or prevent other adults from developing a relationship with their key children - all staff are able to assist any child or parent at any time.
They will assist the child in settling into the playgroup, liaise with parents/guardians, observe, keep records and monitor the child's progress. However a Key Person does not shadow their allocated children throughout the session, liaise with only their key group of children, or prevent other adults from developing a relationship with their key children - all staff are able to assist any child or parent at any time.

The Unique Child
Every child is a competent learner from birth, who can be resilient, capable, confident and self-assured.

Positive Relationships
Children learn to be strong and independent from a base of loving and secure relationships with parents or a key person.

Enabling Environments
The environment plays a key role in supporting and extending children's development and learning.

Learning & Development
Children develop and learn in different ways and at different rates. All areas of learning and development are equally important and interconnected.

All registered providers of Early Years care are required to use The Early Years Foundation Stage (EYFS) statutory framework. This sets standards for the development, learning and care of children from birth to five. It is based around four themes above and each are linked to an important principle.

We use an online Learning Journey to collect evidence which will be based on the four themes above and will incorporate the EYFS Curriculum covering six areas of learning:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical Development
- Knowledge and understanding of the world
- Physical development
- Creative development

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Tapestry is the online programme we use to record your child's development and achievements during their time with us at Feltwell Playgroup. Your child's online Learning Journey will be a way of keeping you updated with your child's progress here at Playgroup and will also allow you to view and comment. We encourage you to contribute your own stories too about your child's life outside playgroup.

We are a registered charity and voluntary organisation, run by a committee formed from the parents and guardians of the children attending and occasionally interested friends. New parents/guardians are always welcome to attend committee meetings - details of which can be found in our regular newsletter and displayed on the notice board in the kitchen.

We have a set of policies, procedures and a constitution that we follow. These are reviewed and updated regularly and can be accessed via our Facebook page. A paper copy kept at the setting.

There is an optional uniform available to purchase (*https://myclothing.com/feltwell-playgroup/9021.school*) at a reasonable cost and we do keep a limited stock at Playgroup too.

We hope that this leaflet has given you a brief insight into Feltwell Playgroup and if you decide to join us we look forward to welcoming you and your child.

Once the registration form has been returned, we will check and offer sessions as available. You will be sent an 'Acceptance of Sessions & Agreement to Policies' letter and this must be returned with a £25 non-refundable registration fee to secure your child's place at Feltwell Playgroup. The fee will include a Playgroup t-shirt for your child. Approximately 6 weeks before your child is due to start with us we will send you a welcome pack. Included with the pack will be some forms for you to fill in. These must be fully completed and returned at least 2 weeks *before* the child's first session. Children will not be accepted otherwise. Parents can request to change sessions each term (Autumn, Summer and Spring). Unless leaving to go on to school a minimum of two weeks notice is required. Please note that you will need to bring your child's full original birth certificate to your child's first session for us to view.

If you have any further questions, please do not hesitate to contact us:
playgroup.feltwell@gmail.com at any time or call the playgroup on
07582371984 weekdays only between 9am and 3pm.

Sam Newman – Chairperson

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Registration Form

Thank you for your interest in Feltwell Playgroup. If you would like your child to be added to our waiting list, please fill in the form below indicating We advise that your child attends on at least 2 different days each week to help them settle quicker. Please be aware that the sessions and start date you request may not be available and therefore we may need to offer you an alternative.

Please fill in below which sessions you would prefer. Simply √ for the sessions you would like or X for sessions that are not convenient. If you do not mind which sessions you are allocated, could you please √ all the boxes.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 –11:30					
11:30 –12:30					
12:30 –3:00					
Anything else?					

Feltwell Playgroup has a set of policies and procedures that you must adhere to and accept that they are in place to ensure your child's safety and well-being as well as the smooth running of the setting. Please note that you will need to bring your child's full original birth certificate along to your child's first session for us to view.

Child's name		Child's Date of Birth	
Any special needs or disablities			
Any allergies or dietary requirements?		Is your child toilet trained?	
Primary Parent / Carer		Mobile number	
Other Parent / Carer		Mobile number	
Full Address & Postcode			
Email		Main phone number	

Print Name:_____ Signed:_____ Date: _____

£25 registration fee: Cash / Bank Transfer (Account: 70115037 Sort Code: 20-85-93)

Please note: Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice).