



PROSPECTUS



Rainbow Playgroup, Bookham Baptist Church
Lower Road - Bookham - Surrey - KT23 4DH

Telephone : 01372 811 313

Email : rainbow@bookhambaptist.org





Welcome

Dear Parents and Carers

We are delighted you are interested in Rainbow Playgroup.

We hope this brochure will provide you with some useful information. We would strongly encourage you to come and visit to see Rainbow Playgroup in action. Please do telephone us to arrange a time.

It is possible to visit the playgroup without prior arrangement, but it is helpful if we know you are coming so that we can make sure someone is available to show you around. It works best for visits to happen after 9.30am when the children are settled and busy.

Heidi Watson
Manager

Rainbow Playgroup

Telephone 01372 811313

Email rainbow@bookhambaptist.org

Website www.rainbowplaygroup.com

Registration form / Waiting List

I, Mr/Mrs/Miss/Other*

.....

Wish to register my child for Rainbow Playgroup,
starting (month/year)
on the following days: Mon / Tues / Wed / Thurs / Fri *

(*Please delete where applicable)

When your child starts at Rainbow, you will be given a welcome pack containing information relating to policy documents.

I undertake to comply with the requirements stated in the policy document and prospectus

Signed..... Date

Name of Child

Date of Birth

Address

..... Post Code

Home Tel: Mobile.....

Email.....



Rainbow Playgroup General Information

Manager—Heidi Watson
Rainbow Playgroup, Bookham Baptist Church
Lower Road
Bookham, Surrey KT23 4DH
Tel 01372 811313
Email: rainbow@bookhambaptist.org

Rainbow Playgroup has been operating in the Baptist Church Hall since 1987 as an initiative of Bookham Baptist Church run as a non-profit making organisation.

The playgroup is registered with OFSTED and is registered for Nursery Education Vouchers and FEET funding. (Free Early Education for Two year olds is an offer of up to 15 hours a week, further details on www.surreycc.gov.uk).

Rainbow playgroup meets in the light and airy church hall which has been specifically renovated with children's work in mind and operates as a securely accessed unit. It has a self-contained, purpose built children's toileting and changing area.

Sessions for children of two years old to school age are:
9.15 a.m. - 12.15 p.m. Mon, Tues, Weds, Thurs, Fri.
We plan our sessions to accommodate the developmental needs of two, three and four year olds.

We introduce each child into the playgroup so that their individual needs can be met. When you visit the playgroup we will discuss a 'settling in' plan for your child with you.

Aims of Rainbow Playgroup

- To provide a safe, caring environment with qualified staff
- To help pre-school children enjoy learning through play
- To promote each area of development, emotional, spiritual, intellectual, social and physical within a stimulating framework of play, enabling children to reach their full potential.
- To prepare children for school and to ease their transition from home into full time education.

We do our best to develop a close partnership with all parents and carers.

We want to work together with you to encourage, develop and support your child.

Rainbow Playgroup is under the umbrella of Bookham Baptist Church. We acknowledge the individuality of children, each child being respected as important, unique and precious in their own right. We aim to provide a nurturing and loving environment, with a high ratio of staff. This is particularly of benefit to any child needing extra attention and help.

Bookham Baptist Church values the work of Rainbow Playgroup and gladly endorses its aims.



Management Information

Management

Bookham Baptist Church provide resources and organisational support for the playgroup. The day to day running of the sessions is carried out by the staff team who are accountable to the playgroup committee and the board of trustees of Bookham Baptist Church.

'Everyone works extremely closely together to support children's needs' Ofsted 2016

The Committee

The committee consists of a Chair, a Secretary, a Treasurer and a representative from the Board of Trustees.

Parents are welcome to become committee members.

Please speak to the manager if you are interested.

'Effectiveness of the leadership and management is outstanding' Ofsted 2016

Parents Forum

We hold a Parents Forum each term where parents views and ideas to help us develop are welcome

Staffing

We are registered for a maximum of 26 children per session. To enable us to provide high quality care and education for your child we operate at well above the legal adult child ratios. To provide consistency for the children we keep our staff team small so that adults and children can build close, positive relationships with each other. We particularly want to support children with any kind of special need and the church helps us to fund additional members of staff so that we can do this effectively.

Key Person

We operate a system which means that every child in the setting will have a nominated member of staff specifically responsible for them, called the 'Key Person'. This person is ideally placed to be the first point of contact for you, as a parent or carer. It is useful to let them know of any concerns you may have, or any useful information, e.g. the death of a pet, which could affect the way your child feels at playgroup.

If your child's Key Person is unavailable or you would prefer to speak to the manager, please feel free to do so.

“Children quickly develop a strong sense of belonging. They form exceptionally strong emotional attachments with their key person and each other”. Ofsted 2016



Policies

Admissions Policy

OFSTED registers us to take children from the age of two years. In this age-group the staff ratio is always 1:4. A ratio of 1:8 is maintained for our three and four year olds, although we prefer to operate with a ratio of 1:4.

We offer children the possibility of attending Rainbow Playgroup four or five mornings a week depending on the availability of spaces. We recommend that children attend a minimum of two sessions to help them to settle in and make friends.

To secure your child a space, please speak to the Manager and register your interest. You will be contacted during the half term before your child is due to start to confirm the days you wish them to attend. Before your child starts playgroup you will be given a welcome pack with useful information about Rainbow and legally required forms that need to be filled out before your child starts.

We will also need to see your child's birth certificate before or on the day they start Rainbow Playgroup.

Fund Raising

Fees only cover some of the costs of running the playgroup. Fund raising activities and kind donations from Bookham Baptist Church enable us to provide the facilities and resources made available for the children. We welcome fund-raising initiatives from parents so if you have some ideas and suggestions please let us know.

Fees Structure

Fees are currently £15.00 per session. They are reviewed annually.

Fees are to be paid half termly in advance; alternative arrangements may be possible with agreement. Half a term's notice is required of your child leaving Rainbow Playgroup, or the fees are to be paid in full.

Payment must be made for all sessions that are missed for whatever reason.

Behaviour policy

We aim to encourage children in Rainbow to behave in socially acceptable ways and understand the needs and rights of others. We believe children need to learn to express their feelings appropriately and learn to solve the conflicts they have with one another. We seek to work sensitively alongside parents and carers to offer support and guidance on any behaviour issues both at playgroup and in the home.

Parents report that their children acquire excellent problem solving skills' Ofsted 2016

Equal Opportunities

We endeavour to create a positive attitude towards the multi-cultural society in which we live. All children and staff at playgroup are treated equally, irrespective of gender, race, religion, language, culture or ability.

Special Needs

We aim to provide equal opportunities to all members of our group and this includes any child with special educational needs. Our staff is experienced in working with children with special needs.

"The manager and staff use meticulous and highly effective strategies for tracking children's progress. Any gaps in children's achievement are promptly identified and targeted."
Ofsted 2016

Educational Programme Activities and Types of Play

At Rainbow Playgroup we plan for and support play and learning using the guidance provided by the Early Years Foundation Stage (EYFS).

We offer the children free-flow access to our own custom-built outdoor play area. We also organise outings for the children so that they can experience day to day life in the village and the wider environment.

We regularly take children to a wooded area at the nearby Dawnay School to play and learn in a natural space. We call this group the 'Outdoor Explorers'.

'Most of all, we seek to allow our children to inspire the curriculum, based on their own interests and learning needs. If you would like to know more please ask us, we love to talk about this!

Personal social and emotional development (EYFS)

"Staff create a highly welcoming and stimulating environment for children. They skilfully use their insightful observations and assessments of children's learning to plan activities that inspire and challenge all children." Ofsted 2016

We promote work ethics, how to play and co-operate with others, to share and respect other cultures and beliefs. Behaving appropriately and treating their environment with care are also important. We use our snack-bar time to encourage social skills as we reflect on life at playgroup and share news from home. Here, the children learn to self-select and pour drinks independently, practice turn taking and enjoy the happy, chatty environment.

"Personal development, behaviour and welfare are outstanding"
Ofsted 2016

'High priority is given to supporting children's health and well-being'
Ofsted 2016

Physical Development (EYFS)

We use activities to promote strength, coordination and manipulative skills. We make sure that gross and fine-motor skills are developed using equipment such as the climbing frame, ladder, slide and construction toys such as Lego, Stickle Bricks, Brio, and straws.

Communication and Language (EYFS)

We tell stories from books, or use a story board. Music is introduced using instruments and CDs. Our staff have received training to use a variety of adult-child interaction strategies and are highly skilled at enabling children's language development.

Staff cleverly use questions and comments to encourage children to think, develop and test their own ideas.' Ofsted 2016

Literacy (EYFS)

We read books in small groups, tell stories using the story boards, toys and puppets.

Mathematics (EYFS)

We begin counting, sorting, sharing, measuring, weighing, learning about shapes and space and understanding the language for simple mathematical ideas.

Staff lead small group times brilliantly at the end of each morning & encourage children to talk about their exciting activities' Ofsted 2016



Understanding of the World (EYFS)

We explore and recognise features of living things, and become aware of the environment. We introduce technology and have the opportunity to talk about our lives, experiences wishes and understanding. We also help children to begin to understand that there are many different beliefs and customs and cultures. We mark a variety of different cultural and faith events in the year calendar which reflect our diversity.

Expressive Arts and design (EYFS)

Activities involve painting, sewing, threading, drawing, collages, modelling clay, play dough, sand and water, junk modelling. It is not the end result but the doing that is important and it is OK to get messy and have fun. Dressing up clothes, playhouse, dolls, garage, cars and trains, are other activities, which encourage role play and self-expression. Music happens a lot in Rainbow, there's A cappella singing, cd's and musical instruments to suit all fancies!

Outcomes for children are outstanding'

'Children are exceptionally well prepared for school. They become highly confident, independent and capable learners.' Ofsted 2016

Procedures

Arrival

Children may not be left in the care of playgroup staff before 9.15 a.m. as they will be preparing for the session and putting out equipment. Also your child will not be covered by the insurance policy until the session begins. Children should arrive by the front glass doors, and may wait in the foyer with their carer until invited into the hall.

Absence

Please advise us if your child is going to be absent from playgroup. We regret that we cannot refund fees for missed sessions and unfortunately you will not be able to make up the sessions on other mornings.

Parental Involvement

The playgroup is dependent on the support of the parents. All parents are encouraged to discuss their child's activities and progress with the manager or key person. Should you have any queries or ideas to enhance the home to playgroup links we would be happy to hear your thoughts and try out new ideas. We also host a one to one session with each parent / carer at the end of every term to discuss the child's 'end of term summary' The Child's allocated Key person initiates this to discuss progress and learning and developmental goals.

The parent forum is working well and parents contribute their views regularly' Ofsted 2016



Departure

At the end of the session the children gather for a closing Playgroup prayer. Parents are asked to wait in the foyer and children are reunited with their parents by staff one by one so that leaving is a calm and stress-free event. Please make sure that you are on time when coming to collect your child as they may think they've been forgotten and become distressed. Each child is only covered by insurance during the session time as stated. Please inform the manager if someone else will be collecting your child. In the interests of security we will not allow your child to be collected by anyone else without your permission. We operate a special password system to ensure that children are only sent home with people you have deemed 'safe'.

Parent's Rota

We are always grateful for extra support and will from time to time ask for your help e.g. with an activity or outing. Please let the staff know if you can support us in any way.

Outings

These are arranged during term time and usually within normal session hours. You will be invited to come along on our Rainbow outings because we know that children love to have a shared experience with parents and friends all together!

Confidentiality

We keep two kinds of records on children attending our setting:

Developmental records (observations of children, photographs, video clips and samples of their work and summary developmental reports.) These can be freely accessed, and contributed to, by staff, the child and parents. When playgroup is closed, they are stored in a locked cupboard.

Personal records (application, registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, and any confidential matter such as developmental concerns or child protection matters.) These confidential records are stored in a lockable cupboard and are kept secure by the pre-school leader. Parents have access to records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person at all times. We retain children's records for three years after they have left the setting. These are kept in a secure place.

Communication

The notice board in the hall, displays the playgroup registration form and insurance certificate.

There is also a display board in the reception area as well as copies of relevant letters to parents and information produced throughout the year.

Permission slips, invoices, receipts etc, will be placed in your child's bag or given to you by hand. We hope that parents will always feel free to talk to staff when dropping or collecting their child, but alternative times can always be arranged, so please do not hesitate to ask.

There is a closed group for parents of Rainbow on Facebook.



Health

If your child is feeling unwell, please keep them at home. It is unfair on them and other children to bring them to the playgroup.

Please advise us if your child contracts an infectious disease, so that we can advise other parents and keep them at home until they are no longer infectious and feel well enough to return.

If your child is suffering from vomiting or diarrhoea please keep them at home for at least 48 hours after symptoms have ceased. You should advise the playgroup of any specific health problems on the base-line information form. You are requested to sign an emergency consent form in case your child has a serious accident while at playgroup.

Accidents at playgroup are recorded in an accident book, which we ask you to countersign once you have been informed of the accident/injury involving your child. You will also be asked to sign an Existing Injuries form if your child arrives at playgroup with, for example, a significant bruise, graze, or scratch.

Refreshments

We have a snack bar system in order to encourage independence and social development.

We ask that each child brings a piece of fruit or a vegetable to share each day. Rice cakes and breads are also welcomed; we ask that NO items such as cakes/biscuits/crisps/chocolate or fizzy drinks are brought to playgroup as we operate a healthy eating policy.

Visitors to Playgroup

Occasionally we arrange for a Police Officer, Doctor, Nurse, Optician or Veterinary Nurse to visit Playgroup to talk to the children and parents.

These visits are based on the learning curriculum as well as children's own interests and the current topic in playgroup at the time. Parents are encouraged to share any interesting careers or hobbies, please speak to the Manager about the possibility of coming to share your wisdom and joy with the children.

We'd also love to know of any cultural or faith festivals that would be good for the children to find out a little more about.

Clothing

Please dress your child in comfy clothes that you don't mind getting dirty. We supply overalls for painting and wet play. We ask that your child does not attend wearing jewellery, especially earrings and chains which can get caught on equipment or be broken during play. Hoop earrings are not to be worn at playgroup by any child

Flat soft soled shoes should be worn to avoid injuries to your own or another child. For safety reasons, 'crocs' or flip-flops are not permitted. Please always ensure that your child has suitable clothing for outdoor play e.g. Wellingtons (named) when it's raining.

Complaints

In the event of having a complaint, please contact the Supervisors who undertake to act promptly and to the best of their ability. Rachael Bannister (Chairlady) can help with any problem that cannot be dealt with within the playgroup. Further to this you may contact the Church leadership followed by, The Office for Standards in Education (OFSTED) which is our registration body tel: 08456 404040.

Staffing

<p>Manager Heidi Watson <i>SENCO (Special Educational Needs Co-ordinator) & DSL (Designated Safeguarding Lead)</i></p>	<p>Qualifications/training: Level 3 Diploma Children and the young people's workforce 0-17 Level 2 Paediatric First Aid trained Module 1 & 2 in Safeguarding/Child Protection Surrey SEND 3 day training</p>
<p>Deputy Manager Tracey Pratt Deputy DSL & Outdoor Explorers Leader</p>	<p>Key Person Qualifications: Level 3 NNEB First Aid trained</p>
<p>Sharon Wilson</p>	<p>Key Person Level 3 Diploma Early Learning and Childcare pathway Experience in Special Educational Needs Early Years Foundation stage – Group Settings Supporting Children's Writing</p>
<p>Sarah Elford</p>	<p>Key Person Experience in Special Education Needs Autistic Spectrum workshop First Aid Trained</p>
<p>Wendy McKeever</p>	<p>Key Person</p>

All staff do mandatory training in Safeguarding Children



RAINBOW PLAYGROUP

<i>Effectiveness of the Leadership and Management</i>	<i>Outstanding</i>
<i>Quality of teaching learning and assessment</i>	<i>Outstanding</i>
<i>Personal development behaviour and welfare</i>	<i>Outstanding</i>
<i>Outcomes for children</i>	<i>Outstanding</i>

The quality and standards of the Early Years Provision at Rainbow Playgroup is Outstanding

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BOOKHAM
BAPTIST CHURCH
and Children's Centre