



# Welcome

## St Cuthbert's Pre-School Playgroup

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### **1. Background**

St Cuthbert's Pre-School Playgroup first opened in September 1972 for children aged 2 to 5 years. We are Ofsted registered and members of the Early Years Alliance. We were delighted to be rated as 'Outstanding in all outcomes' during our last Ofsted inspection. A full report is available at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). Our URN is 206865.

St Cuthbert's is a registered charity and is run by an Elected Board of Trustees who manage the charity, mostly present and past Parents and Staff.

All our Staff are Qualified in Early Years and hold current First Aid Certificates.

Zonia Sykes (Manager/Pre-school Leader) Rachel Downey (Staff) and Caron Day (Committee Member) are trained to be Designated Safeguarding leads and Zonia Sykes is the setting's Designated Fire Safety Officer.

We pride ourselves on child-led activities and uninterrupted play. We work closely with parents to find out their child's interests and provide stimulating activities to incorporate these.

We have fantastic links with Doveridge Primary School and the Rising 5's children spend a session each week in the Reception Class at the School. By the time they are ready for their transition to School, each child is familiar with the surroundings and staff, and feel safe and secure.

## 2. Opening Times

Monday 9.15am-12.15pm 12.15pm-3.15pm (Session at Doveridge Primary School)

Tuesday 9.15am-12.15pm

Wednesday 9.15am-12.15pm 12.15pm-3.15pm

Thursday 9.15am-12.15pm

Friday 9.15am-12.15pm

Monday and Wednesday - Children who stay all day bring Lunch Boxes

## 3. Our Philosophy

St Cuthbert's Pre-School Playgroup is committed to providing childcare which is secure, nurturing and inspiring through play-based learning.

Our Aim is to support each child on their path to school readiness and life-long learning.

## 4. Starting at St Cuthbert's

Children are welcome between the ages of 2 and school age. Before your child starts at Playgroup, we advise you to come along for a visit and spend the morning with us, familiarising yourself with the staff and see how we operate. Each child is unique, and some need more support at settling than others. We will work with you and support your child's transition ensuring they feel safe and secure in the setting. We have a staff ratio of 1 adult to 4 children aged 2 to 3 and 1 adult to 8 over the age of 3.



## 5. Sample Daily Timetable

9.15am—Children arrive, hang up their coats and self-register.

Free Play

10.30am—Snack bar opens for 30 mins

11.00am—Tidy up time and Story time

11.15am—Outside Play

12 noon—Song and Music time

12.15am—Home Time

## 6. Drinks and Snacks

Fresh drinking water is always available, and milk is provided during morning snack time.

The daily snack menu is displayed in the foyer and we try to ensure a healthy balanced mix is offered. If your child has any dietary requirements, please let us know so we can accommodate them.

## 7. Fees

A Session fee is £13.00

Bills are issued monthly and are required to be paid by the end of each month, for a month in advance.

Account Number: 00987554      Sort Code: 30-98-90

If you are paying by cheque/cash please pass this to the Playgroup Leader

Cheques should be made payable to St Cuthbert's Pre-School Playgroup.

We have a Payment policy which can be found on our Website under Policies.

### Government Funding (EEF)

The government provides 15 free hours per week for 38 weeks of the year (equates to 570 hours per year) for all children starting from the term after their 3rd Birthday and for some eligible Two years olds. Working parents (if eligible) can also claim Extended Entitlement funding, an extra 15 hours funding per week. You can find out more about (EEF) and if you are eligible at [childcarechoices.gov.uk](http://childcarechoices.gov.uk).

## 8. What to bring to Playgroup

Please bring a labelled water bottle for your child and a bag with a change of clothes and nappies if required. Remember to label anything you bring into Play Group so that it can be easily identified. Please provide seasonal clothing, such as hat, scarf, gloves, wellies, raincoats, sunhats etc. In summer months, please put sun cream on your child.

### Uniform

You can purchase Playgroup uniform t-shirts and sweatshirts for your child to wear. Please speak to the Pre-School Leader if you wish to try on and purchase them.



## 9. Developing Your Child's Potential

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and the world around them. Development is not an automatic process; it depends on each unique child having opportunities to interact in positive relationships and enabling environments. It is important that both Childcare professional and Parents work together, sharing information about a child, what they have done at home and in the Childcare setting. Practitioners will continually be assessing and building on your child's skills through play-based activities.



## 10. A Parent's Guide to the Early Years Foundation Stage (EYFS)

### What is the Early Years Foundation Stage?

Welcome to the Early Years Foundation Stage (EYFS), which is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs. Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework.

### Progress check at Two

At some point after your child turns 2, the professionals working with your child must give you a written summary of how your child is progressing against the 3 prime areas of learning:

communication and language;

physical development; and

personal, social and emotional development.

This is called the Progress Check at age 2.

This check will highlight areas where your child is progressing well and anywhere they might need some extra help or support - and how mums and dads and other family members or carers can work with the key person to help. You might find it useful to share the information from the check with other professionals such as health visitors (who can use it as part of the health and development review).

## How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first. These are:

Communication and language

Physical development

social and emotional development

Personal,

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

Literacy

Mathematics

Understanding the world

Expressive Arts and Design

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside

You can source more information to support your child at :

[https://www.foundationyears.org.uk/wp-content/uploads/.../EYFS\\_Parents\\_Guide.doc](https://www.foundationyears.org.uk/wp-content/uploads/.../EYFS_Parents_Guide.doc)

Another document we recommend is *What to expect, When?*

*What to expect, when? - Guidance to your child's learning and development in the early years foundation stage* [www.4Children.org.uk](http://www.4Children.org.uk)

## 11. Tapestry Online Learning Journal

St Cuthbert's Pre-School use Tapestry Online Learning Journals to record your child's development.

Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home to share with your child in the setting.

## 12. Policies and Procedures

St Cuthbert's Pre-School Policies and Procedures can be accessed via our webpage at : <https://doveridgeplaygroup.co.uk/> These include:

Childrens Rights and Entitlement Policy

Prevent Duty and Channel Awareness Policy                      British Values Document

Lock Down Policy and Procedure                      Safeguarding Children and Child Protection

Derbyshire County Council Child Protection and Safeguarding Procedures for Group care Ofsted registered settings in Derbyshire

Whistle Blowing Policy              Looked after Policy              Uncollected Child Policy

Missing Child Policy              Online Safety Policy              Tapestry Policy

Employment Policy              Student Placement Policy

The role of the Key Person and Settling in Policy

Induction of Employees and Volunteers Policy and Staffing Policy

Supervision Policy              Administering Medicines Policy

Managing children who are sick, infectious or with Allergies

Animals in the setting Policy              No Smoking Policy              Staff Safety Policy

First Aid Policy                      Supervision of children on Outings and Visits Policy

Risk assessment Policy              Fire Safety and Emergency Evacuation Procedure

Valuing Diversity and Promoting                      Supporting Children with SEN Policy

Admissions Policy              Biting Policy                      Payment Policy

Working in Partnership with Parents Policy              Information Sharing Policy

Transition to School Document              Parental Involvement Policy

Childrens Records Policy              Providers Records Policy

Transfer of Records to School and Other Settings Policy

Confidentiality and Client Access to Records              Complaints Procedures and Policy