

# Goslings Playgroup

Registered Charity Number 1031887

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Hitchin

Herts SG4 9HT

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Website: [www.goslings-playgroup.co.uk](http://www.goslings-playgroup.co.uk)

A playgroup offering sessions for children  
from 2.4 years (depending on their date of birth)

# Welcome to Goslings Playgroup

Goslings is a committee run playgroup which was founded in September 1991. It was originally opened in St. Ippolyts Village Hall and moved to the mobile building in Whitehill Junior School grounds in 1993.

Goslings employs ten members of staff, all of whom have or are working towards relevant childcare qualifications. We are OFSTED inspected and all our sessions offer a wide range of activities.

Our overall aim is to provide a happy and caring environment that enables each child to learn through play. We provide a balanced and well planned curriculum based on the Early Years Foundation Stage which builds on a child's experiences.



## Play

We strongly believe that the children are here to learn through play, therefore although they will be encouraged to take part in all aspects of life at playgroup we do not pressure them into doing anything they are not happy with. If your child comes home without any "work" don't worry, they will have had a productive time exploring, experimenting, investigating and learning through "hands on experiences". If your child does bring a "masterpiece" home do remember to praise it as the children are always proud of their efforts.



## Your Child

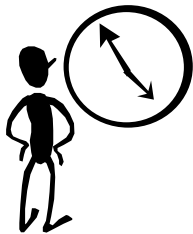
### We aim to ensure that each child:

- Is in a safe and stimulating environment
- Is given generous care and attention because of our ratio of qualified staff to children.
- Has the opportunity to join with other children and adults to play, work and learn together.
- Is helped to progress with her/his learning and development by being helped to build on what she/he already knows and can do.
- Has a personal key worker who will be able to get to know the individual needs and abilities of particular children in their care and make sure that each child makes satisfying progress.

## Parental Involvement

- We recognise the importance of parents as partners in helping each child to learn and develop.
- Parents will be valued and respected, kept informed, consulted, involved and included.
- Parents are always welcome to stay for a playgroup session, there is a rota displayed on the notice board for parents to sign and date if they would like to help at a particular session.
- Parents are invited to become active members of the playgroup by joining the Committee.
- Parents may have access to any records or assessments that involve their own child.





## Times

Playgroup is open every weekday during school term time except for polling days, Bank Holidays and occasional inset days.

Goslings opens at 8.45 or 9.00 in the morning and closes at 3.00 in the afternoon. Children attend different length sessions depending on their age.

Please try not to arrive too early as we are not permitted to admit children before the start time. We ask that you collect your child promptly as they may become upset if they are not collected on time. Please inform us if your child is to be collected by another person. Please read our Uncollected Child Policy.

We also run a small lunch club between the morning and afternoon sessions, places are subject to availability.

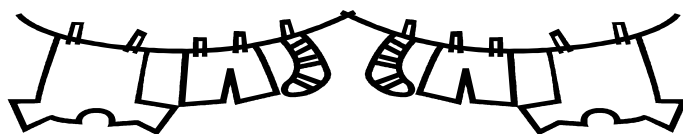
Occasionally we run a holiday club during the school holidays, this is in addition to our regular session times and is only open to children already registered to the Group.

## Fees



These should be paid half termly in advance. Please pay promptly at the beginning of each half term. Funded children will be billed for any extras/lunches termly. If your child is absent at any time you will still have to pay as running expenses are the same. Failure to pay will result in your child's place being relinquished.

We are in receipt of nursery education funding for three and four year olds (this applies the **term after** they turn three); where funding is not received, then fees will apply.



## Clothing

We are very fond of making a mess! Printing, sticking and painting are great favourites. Please do not send your child in his/her best clothes. Although we have some aprons many children do not like to wear them and we feel it is far more important for them to experience the activities than worrying about getting messy. We do have Goslings tee shirts and sweatshirts for sale and these prove very popular, please see the notice board or speak to a member of staff for current prices.

We encourage children to gain the skills that help them to become independent. These include using the toilet by themselves and taking off and putting on outdoor clothing. This will prove very difficult for them if they are wearing either dungarees, belts or buttoned clothing.

We like to go outside every day so it is important that your child's clothing is clearly named as many coats and hats look similar.



## Footwear

During a session your children will be engaged in physical play including running, jumping, climbing and using large equipment, it is therefore essential that they wear appropriate shoes.

Flip flops, crocs, heavy boots, Wellingtons, open toes sandals and shoes with "heels" are definitely not suitable. Trainers, plimsoll and canvas shoes are ideal.

## Birthdays

We like to celebrate the children's birthdays and some parents like to contribute biscuits or cakes to make it more of an occasion. Please provide original packaging or list of ingredients in the case of home made items, as we often have children with severe allergies.



## Learning and Development

On starting at Goslings Playgroup each child will be assigned a Keyworker who will monitor the child's progress, keep records of achievement and liaise with parents and carers. We follow the guidance provided by the Early Years Foundation Stage framework to both plan the activities for our sessions and to move the children forward in their learning.



### Staff

Goslings employs the following members of staff all of whom have or are working towards Early Years Childcare and Education qualifications along with several years experience working with young children.

<b>Name</b>	<b>Job Title</b>
Sarah Pearson	Playgroup Leader, SENCO
Cheryl Wilson	Deputy Playgroup Leader
Alison Grehan	Deputy Playgroup Leader
Sandra Downing	Playgroup Assistant
Kathy Brandon	Playgroup Assistant
Alice Grice	Playgroup Assistant
Smita Chandarana	Playgroup Assistant
Marie Davis	Playgroup Assistant
Ginette Oaten	Playgroup Assistant
Sonia Nellis	Playgroup Assistant



Other people you might occasionally see in the group will be other professionals such as Health Care Workers and Educationalists and College students on placements for Child Care and Education courses.

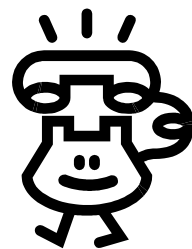
### Safeguarding children

Goslings playgroup works in partnership with parents/carers and respects confidentiality. However the Children Act 1989 places a clear responsibility on child care and educational establishments to ensure they work together with other agencies to safeguard and promote the welfare of children. As a result, if concerns are raised within the playgroup we may not be able to guarantee confidentiality and the matter may have to be referred to Children Schools and Families. This is in line with Government and Hertfordshire County Council Policy.



## Emergencies

In the event of an emergency and we need to contact a parent/carer immediately, we ask you to ensure that we always have up to date phone numbers. We must be notified if you will be unavailable or have to turn off mobile phones and an alternative contact name and number must be provided. It is also useful for you to have Goslings telephone number with you whilst your child is with us, in case you are held up.



## Infections

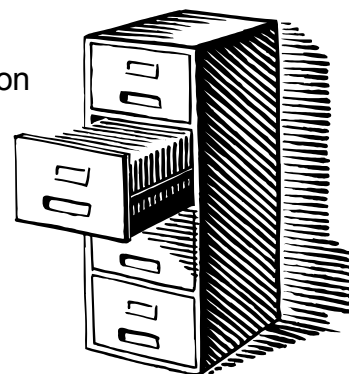
We ask that you do not bring your child to playgroup if they are suffering from any infections such as conjunctivitis, sickness and diarrhoea, head lice or are just feeling unwell. Some children may associate these feelings with playgroup and may not be happy to come in the future. In the case of sickness and diarrhoea, children must be completely clear of the infection for a full 48 hours before returning to the Group. For recommendations for other illnesses please speak to a member of staff.



## Policies

Goslings Playgroup has a range of policies which are listed below. These are always available for all parents/carers to view and are kept in the kitchen area on the information rack containing booklets and leaflets for parents/carers.

- ◆ Achieving Positive Behaviour
- ◆ Admissions
- ◆ Confidentiality
- ◆ Complaints Procedure
- ◆ Equality and Diversity
- ◆ Health and Safety
- ◆ Healthy Eating
- ◆ Keyworker system
- ◆ Medical Treatment Procedure
- ◆ Missing Child Policy
- ◆ No Smoking Policy
- ◆ Parental Involvement
- ◆ Risk Assessment
- ◆ Safe Care Recruitment
- ◆ Safeguarding/Child Protection
- ◆ Settling-in
- ◆ Special Needs
- ◆ Staffing and Employment
- ◆ Student placement
- ◆ Uncollected Child Policy



## Car parking

Do NOT drive into or park in the Whitehill School car park. This is for school staff use only. Please use our fenced walkway leading from Whitehill Road to our building and always close both gates.

**Goslings Playgroup is registered by:**

**OFSTED, Building C, Cumberland Place, Park Row, Nottingham.  
NG1 6HJ**

Goslings Playgroup is supported by Sure Start funding.