

# Wanborough Playgroup

Registered Charity Number 1026150

Registered with Ofsted



Your guide to Wanborough Playgroup  
2011/2012



Playgroup starts at **9.00am**. From 9.00am until 9.15am we operate an open door policy whereby you can talk to staff and settle your child. Please endeavour to arrive by **9.10am** so that we can shut the door promptly at 9.15am.

If your child is having time away from playgroup i.e. they are ill or you have planned a holiday, please let a member of staff know (either by telephone or by letter). Unknown periods of absence of a week or longer require us to start "Safeguarding" Procedures.

Please ensure you arrive to pick up your child at the correct time i.e. 12.00pm or 1.00pm if your child is attending lunch club. It can be distressing for children when they are not collected on time. The door will be locked **10 minutes** after session end time to enable Staff to carry on with lunch club or tidy away equipment. Please have the courtesy to telephone Playgroup if you are going to be late so we can explain it to your child.

## What Does My Child Need?

- Comfortable clothes that your child can undo when going to the toilet and that you don't mind getting covered in glue and paint!
- Suitable Indoor Shoes (Wellies to be left in the cloakroom)
- Coat
- Wellies (for outdoor play)
- Spare set of clothes (to be left in a **named** bag on their peg)
- Hat/Gloves (cold weather)
- Sun Hat (hot weather)
- Sunscreen (put on by you before they come to Playgroup) (hot weather only)



## Term Dates

### Autumn Term

Term 1:  
Mon 5<sup>th</sup> September 2011 – Wed 19<sup>th</sup> October 2011

Term 2:  
Mon 31<sup>st</sup> October 2011 – Fri 16<sup>th</sup> December 2011

### Spring Term

Term 3:  
Tues 3<sup>rd</sup> January 2012 – Fri 10<sup>th</sup> February 2012

Term 4:  
Mon 20<sup>th</sup> February 2012 – Fri 30<sup>th</sup> March 2012

### Summer Term

Term 5:  
Mon 16<sup>th</sup> April 2012 – Fri 1<sup>st</sup> June 2012

Term 6:  
Mon 11<sup>th</sup> June 2012 – Thurs 19<sup>th</sup> July 2012



## Session Times and Fees

### Playgroup Sessions

All playgroup sessions are charged at an hourly rate of £3.75.

Monday, 9:00 – 12:00 (3 hrs) **OR**  
9:00 – 13:00 (4 hrs, children to bring a healthy pack lunch)

Tuesday, 9:00 – 12:00 (3 hrs)

Wednesday, 9:00 – 12:00 (3 hrs)

Thursday, 9:00 – 12:00 (3 hrs) **OR**  
9:00 – 13:00 (4 hrs, children to bring a healthy pack lunch)

Friday, 9:00 – 12:00 (3 hrs) **OR**  
9:00 – 13:00 (4 hrs, children to bring a healthy pack lunch)

### 2's Session

Monday, 13:15 – 14:45  
£6.75 per session

All sessions are subject to availability. Government Funding is available for 3 & 4 year olds. Please refer to the Funding section.



## Cut-Off Dates for Changes

Playgroup aim to offer flexibility where possible, but it is necessary for us closely manage changes made to children's attendance. To assist us with this we would be grateful if you could use the cut-off dates on the table below when making changes to number or length of playgroup sessions your child attends. Please note that due to changes in the way funding works, it will only be possible to make changes 3 times a year in line with the 3 traditional terms in which funding is claimed.

Cut-off dates for changes to the next term	
Friday 9 <sup>th</sup> September 2011	Term 1 & Term 2
Friday 2 <sup>nd</sup> December 2011	Term 3 & Term 4
Friday 16 <sup>th</sup> March 2012	Term 5 & Term 6

We appreciate that people's circumstances can change suddenly and we will do everything possible to accommodate your needs in this situation. Please contact Playgroup if you wish to make any changes. Contact details on back page.

If you have any problems or questions with these cut-off dates, please contact the Chairperson.



## 'Stay and Play'

Parents and carers have long been invited to come into Playgroup during each session on a voluntary rota basis. This is invaluable as a way of sharing your child's experience at Playgroup and seeing them, possibly for the first time, in a structured environment outside of the home. There is usually no bigger smile than when a child's parent/carer is present for a session; the children are always very proud and happy when their Mummy, Daddy, Grandparent or Carer is the day's 'helper'.

At the end of each term a list is placed on the noticeboard in the lobby, where volunteers can sign up for a couple of sessions each term. We do understand that people have commitments outside of Playgroup and we are grateful for any help offered. Younger siblings are welcome. The staff will do their best to assure that the activities for the day are not unsafe for younger siblings, however please remember their welfare remains your responsibility at all times.

To allow the children a smooth process of settling into Playgroup we recommend that you do not volunteer during your child's first term.



## Funding

If you are not already aware Government funding is available for children attending childcare. Your child becomes eligible for funding in the traditional school term after they are 3. Please use the table below to establish when your child is eligible for funding:

Date of birth	Autumn Term	Spring Term	Summer Term
01/09/07 – 31/12/07	YES	YES	YES
01/01/08 – 31/03/08	YES	YES	YES
01/04/08 – 31/08/08	YES	YES	YES
01/09/08 – 31/12/08	NO	YES	YES
01/01/09 – 31/03/09	NO	NO	YES
01/04/09 – 31/08/09	NO	NO	NO

In order to claim this funding you need to complete a Parent declaration form at the start of the Autumn Term (Term 1), Spring Term (Term 3) and Summer Term (Term 5). These forms can be found in the drawer unit on the bookcase in Playgroup lobby. Deadlines for returning the forms are usually within the first week or two of the term. Please keep an eye out for reminders on the noticeboard. Forms to be handed into staff.

Eligible children are now entitled to 15 hours funding a week, within this 15 hours you can now claim funding for your child to attend Playgroup for the additional hour on, Mon, Thurs or Fri to have their lunch with their friends and Playgroup staff (please supply a healthy lunch for your child). The funding is per child, not per childcare provider. On each form you need to enter the number of hours for each day you wish to claim funding for your child's attendance at Playgroup for the entire traditional Term, as well as any funded hours claimed at any other childcare setting (please only specify funded hours and not hours you pay for). All Playgroup sessions are subject to availability.

If you choose to use your funding at another childcare setting or send your child to Playgroup for longer than the 15 hours per week you will incur a charge at our hourly rate. Invoices are issued within the first week of each term and payment is due within 14 days of the invoice date. Late payment will be dealt with using the process outlined in Playgroup's Fee Payment Policy, which every parent will have signed, a copy can be found on Playgroup's website.

If you have to reduce sessions during the term, please be aware Playgroup would have to refund the funding for your child to Swindon Borough Council, so please let us know at the soonest opportunity.

Please contact the Funding Officer if you have any funding questions. Contact details on back page.



## Key Events

- Term 1      **Funding Forms Due & Invoices issued**
- Term 2      **Invoices issued**  
Christmas Concert  
Christmas Hampers for the Elderly  
Christmas Party
- Term 3      **Funding Forms Due & Invoices issued**  
Playgroup Jumble Sale (fundraiser)
- Term 4      **Invoices issued**  
Ladies Night (fundraiser)
- Term 5      **Funding Forms Due & Invoices issued**  
Scarecrow Trail  
May Day Fayre  
Playgroup Outing
- Term 6      **Invoices issued**  
School Risers Visits to School  
Sports Day  
School Risers Presentation  
End of Year Party

