

Beaminster Playgroup Ltd

Welcome Booklet



Charity No. 1102042

Company No. 4908908

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CONTACT

Registered Address:

C/O 2 Greens Cross Drive, Beaminster, Dorset, DT8 3DH

Site Address:

C/O Beaminster St Mary's Academy, Clay Lane, Beaminster,
Dorset, DT8 3BY

Information and Enquiries:

Telephone: 01308 863959

Email: beaminsterplaygroup@hotmail.com

Web: www.beaminsterplaygroup.co.uk

Our Aim

We aim to provide a safe, happy, welcoming and inclusive environment in which your child can learn through both guided and independent play.

We encourage parent participation wherever possible to enhance the playgroup experience for you and your child.

We celebrate diversity, treat everybody equally and recognise the unique qualities of every child.

We will support your child to be confident individuals who feel valued and have a positive sense of themselves.

Beaminster Playgroup Director Trustees From June 2017

CHAIRPERSON & FINANCE CHAIRPERSON

Mrs Janet Page
01308 862422
cnj@hand-n-head.uk

Trustees

Mrs Sam Bugler sambugler71@yahoo.co.uk	01308 863600
Miss Wendy Wallbridge wwallbridge95@talktalk.net	01308 862738
Jo Robins/Nick Robins joanna.f.phillips@gmail.com	01308 861163
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Katy Woodrow ktwoodrow@yahoo.co.uk	07790 860017
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STAFF FROM SEPTEMBER 2016

MANAGER

Sally Welsford
2 Greens Cross Drive, Beaminster, Dorset, DT8 3DH
Tel: 01308 862912

DEPUTY MANAGER

Emma Costin
Tel: 01308 868551

PARENT & TODDLER GROUP LEADER

Kath Crabb
Tel: 01308 863148

STAFF

Yvonne Rawle

Myra Way

Mel White

Rachel Wakely

Jo Foot (bank staff)

History of Beaminster Playgroup

In the Autumn of 1968, three friends decided to try and start a playgroup in Beaminster and in November of that year, parents of young children were invited to a meeting. Most of those who attended had no idea what a playgroup was – there were very few in those days – but a list of eight children's names was collected and in January 1969, Beaminster Playgroup opened for two mornings a week in the Tindall Hall which stood where the first bay of Yarn Barton car park now is.

The playgroup had very little equipment in those early days and most of the money taken in fees went on rent. However, after a few months with the numbers of children becoming greater, it was decided that a committee should be formed so that fundraising could be undertaken and more equipment purchased. The enthusiasm of parents was such that they managed to raise money for equipment and for fencing and a group spent a weekend clearing the area around the hall of brambles, nettles and stones so that it could be used as an outside play area.

The numbers of children attending continued to grow and a year later the group left the Tindall Hall, it having too little space, and moved to the Youth Centre. There the playgroup ran for four sessions a week. At the Youth Centre two large rooms upstairs were used, plus a storage room as everything – tables, chairs, equipment, toys – had to be put out and packed away each day.

The playgroup ran happily at the Youth Centre for several years, although occasionally the youths would damage equipment and the continual putting out and packing away was hard work. Eventually we were offered two empty classrooms at the Old Grammer School. These had their own toilet block, heating boiler, outside play area, storage space and small kitchen and best of all we could leave everything out. We were warned however, that the buildings would eventually have to be demolished and in 1981 our fears were realised and we were given notice to leave.

We began to look around for a new home. The Youth Centre had been altered and our previous rooms had disappeared. All the other halls in the town were unsuitable, had no storage space or were too expensive. Eventually the Town Council offered us a site on the Memorial Playing Field if we could find a suitable building. So we contacted Dorset County Council to ask whether they had a mobile classroom we could purchase. We began to fundraise in earnest. When details of a classroom in a redundant school in

Dorchester were sent to us, we tendered £1000 for it and it became ours. They gave us a fortnight to remove it so we borrowed a lorry and driver from Newmans, a mini-bus and youths from the Youth Centre and spent a weekend dismantling the building and transporting it back to Beaminster.

That was when the troubles began. We had to wait several months for planning permission and, having obtained that, applied to the Youth Training Programme for help with erecting the building. The Unions stepped in and insisted that we use skilled labour which we could not afford. We spent several more months wrangling but won the battle. Then the ground was found to be unstable and the building had to have reinforced concrete foundations instead of the originally planned brick pillars. However, after months and months of hard work by the team of youths and parents of the playgroup children, in 1984 the playgroup building was finished and we were able to move. It had cost more than £4000 but was well worth all the effort.

In 2001 plans commenced to build a new building, the old one being well and truly past its best. Unfortunately the playgroup was unsuccessful in obtaining funding from the National Lottery so 2003 saw a rethink of the project. Fundraising continued apace for the new build with great support from the local community and Beaminster Playgroup formed a partnership with the cricket and football clubs for a new community building. Plans were drawn up but a new lottery bid failed in 2007, at which time Beaminster St Mary's Primary School made an offer to the playgroup for the use of their old reception classroom. At this point the committee felt that with the only alternative door now closed, this was an opportunity too good to turn down. Beaminster Playgroup Ltd opened its doors at St Mary's C of E Primary school on 3rd September 2008.

Opening Times

Parent & Toddler Group

Monday: 9.00am – 11.00am

Playgroup

Tuesday: 9.00am – 12.00 Midday
12.30pm – 3.30pm

Wednesday: 12.30pm – 3.30pm

Thursday: 9.00am – 12.00 Midday
12.30pm – 3.30pm

Friday: 9.00am – 12.00 Midday

Pre-School

Monday: 12.30pm – 3.30pm

Wednesday: 9.00am – 12.00 Midday

Friday: 12.30pm – 3.30pm

Term Dates 2017/2018

Autumn Term 2017

***Inset Days** – Monday 4th & Tuesday 5th September 2017
Monday 30th October 2017*

Start Back
Wednesday 6th September 2017

Break Up
Friday 20th October 2017

***Half Term** – Monday 23rd October to Friday 27th October 2017*

Start Back
Tuesday 31st October 2017

Break Up
Friday 15th December 2017

***Christmas Holidays** – Monday 18th December 2017 to Monday 1st January 2018*

Spring Term 2018

***Bank Holiday** – Monday 1st January 2018
Inset Days – Tuesday 2nd January 2018*

Start Back
Wednesday 3rd January 2018

Break Up
Friday 9th February 2018

***Half Term** – Monday 12th February to Friday 16th February 2018*

Start Back
Monday 19th February 2018

Break Up
Thursday 29th March 2018

***Easter Holidays** – Friday 30th March to Friday 13th April 2018*

Summer Term 2018

***Bank Holiday** – Monday 7th May 2018
Inset Days – Monday 4th June 2018*

Start Back
Monday 16th April 2018

Break Up
Friday 25th May 2018

***Half Term** – Monday 28th May to Friday 1st June 2018*

Start Back
Tuesday 5th June 2018

Break Up
Friday 20th July 2018

Playgroup

Beaminster Playgroup welcomes you and your family to our group

The playgroup is open four days a week. On Tuesdays and Thursdays we have two sessions each day between 9.00am and 12.00pm and between 12.30pm and 3.30pm. On Wednesdays we have an afternoon session between 12.30pm and 3.30pm and Fridays we have a morning session between 9.00am and 12.00pm. The Manager, Sally Welsford, and all members of staff hold relevant Childcare, First Aid and Food Safety qualifications.

We are registered with Ofsted to have up to 21 children present at a session from the age of 2 years. Please come and visit the group with your child, free of charge, as many times as you wish before your child commences playgroup. This will give you an opportunity to see how the sessions are run and to meet the staff. We hope that these visits will help your child to settle quickly in to the group.

Playgroup Fees

Beaminster Playgroup has an advance payment policy regarding fees. **All** fees are expected to be paid in advance of your child's sessions and invoices are sent out on a half termly basis. Any fees not paid will not have a guaranteed place at playgroup. Payments can be made either by cash, cheque or directly into the playgroups bank account.

Registration forms must be completed as accurately as possible with as much information as possible. This information is used to set up an account for your child.

If you experience difficulty with paying your account you may contact the following to discuss matters in complete confidence and it is advised you do so immediately.

Danielle Wright – Treasurer 01308 861620

Sally Welsford – Manager 01308 863959

Grants

Dorset County Council will pay your child's fees from the term following their third birthday and will cover up to five 3 hour sessions. Two year old funding is also available to those families that qualify from the term following the

child's second birthday.

These sessions may be split between us and other playgroups or nurseries within the County of Dorset. You will be asked to sign a grant form each term and grant money is then automatically paid from Dorset County Council to Beaminster Playgroup.

Please remember

- * To ensure your child self registers on the board upon arrival.
- * Not to smoke in the Playgroup or on the school grounds.
- * Not to handle hot drinks near the children.
- * To ensure you close the gate when entering and leaving the building.
- * To follow the designated footpath when dropping/collecting your child.
- * Not to use mobile phones/cameras in playgroup.

There is a parent rota that enables you to become involved with the group and see what your child gets up to at playgroup! It also allows us to have extra activities within the session as well as the usual play activities of sand, dough, water, paint, floor toys, books, dressing up, role play and gluing and sticking. The children are allowed free play during the session and are encouraged to interact with other children as much as possible. We do not teach your child to read or write but prepare them for this by helping their manipulative skills, such as cutting out and following patterns, and then when they are ready, to recognise and write their name. We also help your child to develop good social skills, such as sharing stories/activities, singing and building good relationships.

Old clothes are best for playgroup but we do provide aprons for the more messy activities. Should your child have an accident at Playgroup we have spare clothes for them to change in to. We also have t-shirts and sweatshirts that you can purchase for your child to wear if you wish.

We are a limited company with charitable status that is run by a committee of Director Trustees and the parents. At the Annual General Meeting, Director Trustees are elected to administer and be responsible for the running of the group. We need the support of all parents and value your ideas and help in whatever way you can give. A newsletter is produced regularly to keep parents informed about what is going on in the group and to advise of any fundraising events.

We look forward to welcoming your child to our group. If you have any queries or concerns please do not hesitate to approach Sally, the playgroup manager, or a Director Trustee who will be very happy to help.

Pre-School

We hope that your child's pre-school days will be happy ones and will teach them many life skills that they can take onto school and beyond.

Pre-school takes place in the playgroup building on St Mary's Academy school site on Mondays from 12.30pm to 3.30pm, Wednesdays from 9.00am to 12.00pm and Fridays from 12.30pm to 3.30pm .

What is pre-school and how does it differ from playgroup?

* At the end of each pre-school session children will be shown out to parents at the gate rather than parents coming into the building to collect their child.

* At the start of each session we have a register and 'show and tell' time; children are encouraged to bring one item from home, such as a toy or book or perhaps something found on a walk or a souvenir from a family day out. Children can use this time to talk about their item and show it to the group.

* Each child will be presented with a book bag that can either be purchased or hired from pre-school. Children will be given the opportunity to choose two books at the end of each session to take and read at home. We encourage books to be regularly changed and would ask for book bags to be brought along to every pre-school session.

* We encourage children to share elements of their home life; this is done through giving each child the opportunity to take home the 'sharing bag'. They are asked to bring the bag along to their next pre-school session containing five things of importance to them that they can then talk about with the group.

* During the session the children are brought together for a story where they will all sit and listen to, as well as participate in, the narrative.

* In order to stimulate the children's learning we regularly explore the surrounding environment, going for walks in our nature area, around the school and occasionally venturing slightly further afield. This offers great opportunities to support their development and extend the activities we are offering within the setting.

* Wherever possible we try to organise joint sessions with the reception class at St Mary's Academy. During these sessions the pre-school and reception children explore a theme or area of learning. These sessions are a great way of introducing the children to the school environment.

The Curriculum

During each session we have on offer activities that support language and literacy, maths, creativity, physical development, exploration of an area of the wider world, as well as construction, malleable, role play, mark making, sand or water activities. The environment and activities on offer promote SEAL

(Social and Emotional Aspects of Learning). The computer and tablets are also used to allow the children to explore different programmes and games and develop digital and technology skills.

We work to the Early Years Foundation Stage Statutory Framework (for England) produced by the Department for Children, Schools and Families. Within this framework there are seven areas of learning and development:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

During your child's time with us we will observe and assess your child's achievements within these stages. This information will be sent on to your child's class teacher when they move on to school in the form of a Transition Form.

If you would like any more information or would like to borrow a copy of the Early Years Foundation Stage please ask Sally or Emma who will be only too happy to help.

Going to School

Although we are based in Beaminster at St Mary's Academy, we have strong links with the schools within the cluster pyramid and also have experience of some of the Bridport primary schools. Your child will receive visits from the reception class teachers and will have induction visits to their chosen schools.

Parent and Toddler Group

The group meets every Monday from 9.00am to 11.00am at Beaminster Playgroup.

There are plenty of toys for the children to play with, both inside and outside, including ride on and push along toys. The children can use the sand, paint, books, puzzles and more that are used by the children attending the playgroup.

For more information please contact the group leader, Kath Crabb, at playgroup on 01308 863959 or at home on 01308 863148, or better still pop in on a session one Monday morning.

Playgroup Trustees Need You!

Beaminster Playgroup is a charitable organisation run by the Director Trustees who give their time freely and generously. In order for the playgroup to run smoothly and efficiently a minimum number of committee members are required, and included in this number a percentage must be parents of children that attend the playgroup. Without our committee members it would not be possible for the playgroup to exist.

New officers and Director Trustees are appointed throughout the year. General meetings are held once a month throughout the year at the playgroup, usually on a Tuesday evening. The meetings are friendly and informal and last about an hour. At each meeting, the following topics are usually discussed:

- * The group's financial situation
- * Fundraising
- * Staffing matters
- * Equipment and resources requirements
- * Improvements and building maintenance

Some Trustees take on a more specific role or join one of the sub-committees, such as finance or fundraising, whereas others may take on a smaller role such as maintaining the dressing-up clothes or keeping the notice board up to date.

However, you don't have to be a Director Trustee to become involved! If you have a talent or skill that you are willing to share with us, from guitar playing to sewing, or maybe your work or business has something from which the group could benefit, we would love to hear from you.

The committee is a great way to...

- * Make new friends
- * Feel part of your community
- * Have some fun!
- * Be part of a worthwhile organisation
- * Help to shape the future of pre-school education for your children.

If you would like more information or would like to become involved then please see Sally or a member of the committee who will be very happy to help.

Beaminster Playgroup 100 Club

As one of our ways of fundraising, Beaminster Playgroup runs a 100 club. Members of the club pay £12 per year (£1 per month) for a number that will be entered into a monthly prize draw, to be drawn at the general meeting each month. Each draw consists of three CASH prizes based on 50%, 30% and 20% of the prize fund available. Two of our monthly draws, in June and December, offer a guaranteed 1st prize of £30, 2nd prize of £20 and 3rd prize of £10.

- There is no limit on the amount of numbers you can buy
- Over 50% of the money received is paid out in prizes
- You can withdraw from the scheme whenever you wish
- It is an easy way of supporting your local playgroup

The Director Trustees and playgroup staff appreciate every effort from parents and the community to support the fundraising efforts of Beaminster Playgroup. Being a registered charity we depend heavily on support for the continued success in the running and operation of the playgroup.

If you, a family member or a friend are interested in joining the 100 club please see Sally for further details.

We would also welcome any input you may have for other fundraising ideas or events that you think may be suitable for the playgroup.

Additional Information

Arriving and leaving the playgroup building

Please close the gate and door when entering or leaving the building. Please **do not** walk across the school car park but use the footpath provided.

Policies

All of the playgroup policies are held on file. All parents/carers are shown a copy of the policies at the start of the academic year. If however you would like to see the policies at a different time please speak to Sally.

Staff qualifications

All staff members hold a qualification in childcare and hold first aid, food safety, practical inclusion and safeguarding certificates. There is a list of each staff members qualifications on the notice board. Staff are continually updating their skills and qualifications.

Key person system

Each child is allocated a key person and a co-key person who will work closely with that child and keep written observations. You will be notified as to which members of staff are looking after your child. The observations we make are kept in a learning journey file that you can see at any time. If you wish to take a look at your child's file then please see Sally.

Snack time

To help keep the costs of the playgroup sessions down we ask that at the beginning of each term each parent provides three packets of either cheesy or plain crackers, pitta bread, bread sticks or raisins. This contribution is always much appreciated.

Messy/water play

Please send your child in old clothes as although we will encourage your child to wear an apron, we will not make them wear one. Taking part in the activity is more important than staying dry and clean.

Spare clothes

Should your child have an accident or get wet through playing, we have an abundant supply of spare clothes that we can change your child into. If you would prefer, please send your child with a change of clothes in a named bag.

Fire drills

These are carried out at least once per term. Please see the notice board by the door for details of what to do in case of a fire. All fire drills are carried out with the school.

Accidents

Should your child have an accident at playgroup you will be asked to sign the accident book where an account of your child's incident will be recorded.

Collecting your child

Please collect your child on time as it can be worrying for a child at home time if other parents arrive but not their own. If you know that you will be a few minutes late please let Sally know so that staff can reassure your child. If a parent/carer is repeatedly late to collect their child they may be issued with a letter warning that a fee will be charged if the late collection continues. If your child is to be collected by a person not specified on your registration form, please write the details on the whiteboard for staff to see. If you need to collect your child earlier than the usual session finish time, please ring the doorbell by the post box on the pencil fence.

Child absence

If your child is unable to attend a session due to sickness or other circumstances we would appreciate a phone call to notify us, along with the reason for the absence and how long we can expect your child to be away from playgroup.

Other professionals

If you have any concerns regarding your child, please talk to us. We constantly liaise with and work alongside the speech therapist, social workers, health visitors, portage worker and educational psychologist.

Emergency closure

If for any reason the playgroup must close, for example due to bad weather, all parents will be notified by phone where possible. If St Mary's Academy is closed due to bad weather it will be announced on local radio stations. If this is the case then the playgroup will also be closed. If in any doubt please phone Sally.

We would be grateful for any of the following...

Craft materials, dressing-up clothes, fabric, anything soft or glitter-like, shoes, hats, handbags, old saucepans, kitchen scales and telephones.

Clean up time

It isn't always easy to avoid remarks like “What *have* you been doing?” when you collect your child from playgroup and find them looking messy. This is a sign that they have been having lots of fun and learning through play and exploration. If you have not yet found a successful way of dealing with the paint and various sticky substances your child brings home on themselves and their clothes, these suggestions may help.

Powder paint: This is used by most playgroups and washes off the skin quite easily. It will wash out of clothes too, even the obstinate colours like purple, red and blue, if you use COLD water. Soak clothes for an hour or two in water and detergent.

Resist the temptation to sponge paint from your child's hair. If it is wet, you will only spread the colour. Let it dry and the worst of it will brush out. If a winter coat has paint on it, get rid of the stain completely with cold water before having the coat cleaned.

Felt-tipped pen: This will come off with the same treatment. Cold water is more successful than a hot machine wash with bleach. If the ink is on the skin then scrub away with soap and water - the stains are stubborn but they do come off!

PVA or Multiglue: This will fade away, or soak away, if you use plain COLD water. Hot water will make the glue stringy and impossible to remove from jumpers. Simply allow it time to dissolve in enough cold water. Squeeze it out gently and no further washing is necessary. PVA in the hair can be gently combed out when dry.

Dear Mum...

*Please don't expect too much of me,
I'm learning more than you can see.
Being simply here to enjoy and play,
Means more to me than I can say.
Please don't fret if at the end of the day,
I have nothing to display.
I really gain so much from play,
Social skills and come what may!*

Infectious childhood diseases

For how long should I keep my child at home when they are poorly?

The basic rule is: A child should stay at home until fit and well. This is for the benefit of the child and for other children attending the playgroup.

You may find the following advice useful as it states the minimum time that a child must be kept at home or excluded from contact with other people.

DISEASE	MINIMUM EXCLUSION PERIOD	COMMENTS
Chickenpox	Five days from the onset of the rash	To be kept away from vulnerable children and pregnant women
Cold sores	None	Avoid contact with the sores
Conjunctivitis	None	Avoid contact with the eyes
German measles	Six days from the onset of the rash	To be kept away from pregnant women
Glandular fever	Until recovered from the symptoms	Child may feel unwell for many weeks
Hand, foot and mouth	None	
Headlice	Until treatment has started	
Impetigo	Until lesions are crusted and healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period

Measles	Four days from the onset of the rash	To be kept away from vulnerable children and pregnant women
Mumps	Five days from the onset of swelling	
Ringworm	Exclusion not usually required	Treatment is required
Scarlet fever	24 hours from starting antibiotic treatment	Antibiotic treatment is recommended
Tonsillitis	Until recovered from the symptoms	
Tummy upsets	48 hours from the last episode of diarrhoea or vomiting	
Whooping cough	Five days from starting antibiotic treatment	

I Did Nothing Today

*When children come home at the end of the day
The question they're asked as they run out to play
Is "Tell me what you did today?"
And the answer they give makes you sigh with dismay.
"Nothing, I did nothing today!"*

*Perhaps 'Nothing' means that I read a book,
Or with a teacher I got to cook.
Maybe I painted a picture of red and blue,
Or heard a story of a mouse that flew.*

*Perhaps 'Nothing' means I played with some blocks,
Or counted to ten or sorted some rocks.
Perhaps I helped a friend today,
Or went to my favourite area alone to play.*

*Maybe today was the very first time,
That my scissors followed a very straight line.
Perhaps I learned a new song and sang all the words,
Or discovered a feather from the strangest of birds.*

*When you're three or four your heart has wings,
And 'Nothing' can mean so many things.*

Author Unknown