



TWYNING VILLAGE PLAYGROUP

HANDBOOK FOR PARENTS & GUARDIANS

twyningplaygroup@gmail.com

www.twyningvillageplaygroup.com

WELCOME

Thank you for choosing [Twyning Village Playgroup](#) for your child. We hope you, as a family, will be very happy here.

Playgroup is run by a team of extremely dedicated staff – led by Susan our Play leader. All our team are constantly updating their qualifications and skills to ensure that your child receives the best care to aid in their development. Each child is assigned to a Key Worker who is there for your child *and* you, and we are always available to update you. We use an online learning journey tool to enable us to keep you continually updated with your child's progress, which enables you to participate in the experiences we offer, by giving you regular access to photographs, videos and notes about your child.

Our sessions are packed full of practical activities, songs, rhymes, stories and outside play, as well as visits in and around the local area. We have extremely good links with Twyning School which we visit regularly on Tuesday's. The reception class teacher also visits at the end of the summer term on a few occasions. This helps to make your child's transition to school seamless, should you choose to attend there.

Behind the scenes, Playgroup is managed by a very loyal team of voluntary committee members who meet monthly to ensure that the team have all they need to create and deliver fulfilling sessions.

If you have any questions, concerns, suggestions or indeed praise, any member of staff or Committee will be happy to help.

We look forward to seeing you at Playgroup.

With best wishes from,

All on the Playgroup Committee

GENERAL INFORMATION

Location: The Village Hall
Twyning
Tewkesbury
Gloucestershire
GL20 6DG

Postal Address: % Twyning School
Twyning Green
Twyning
Gloucestershire
GL20 6DG

Tel. No: 07859 533982

Team: Susan Stievenart Play Leader
Emma Baker Deputy Play Leader
Joanna Yates Playgroup Assistant
Amy Gordge Playgroup Assistant
Jasmin Warner Level 2 Apprentice Play Assistant
Lizzie Treanor SEND Support

Session Times:

Monday - 9am – 1pm
Tuesday - 9am – 12:45 pm or 15.00 pm (3 years+).
Wednesday - 9am – 12:45 pm or 15.00 pm
Thursday - 9am – 12:45 pm or 15:00 pm

Fees: 2 - 3 years £4:50 per hour

Over 3's - Children are funded by Gloucestershire County Council from the term after their third birthday for up to 15 - 30 hours a week. You can combine these hours between different providers. However, if there is a short fall, we will issue an invoice to cover this. Please contact us if you need more details. In the event of absence fees will still be payable as we are unlikely to fill the space at short notice, and still need to pay wages and overheads.

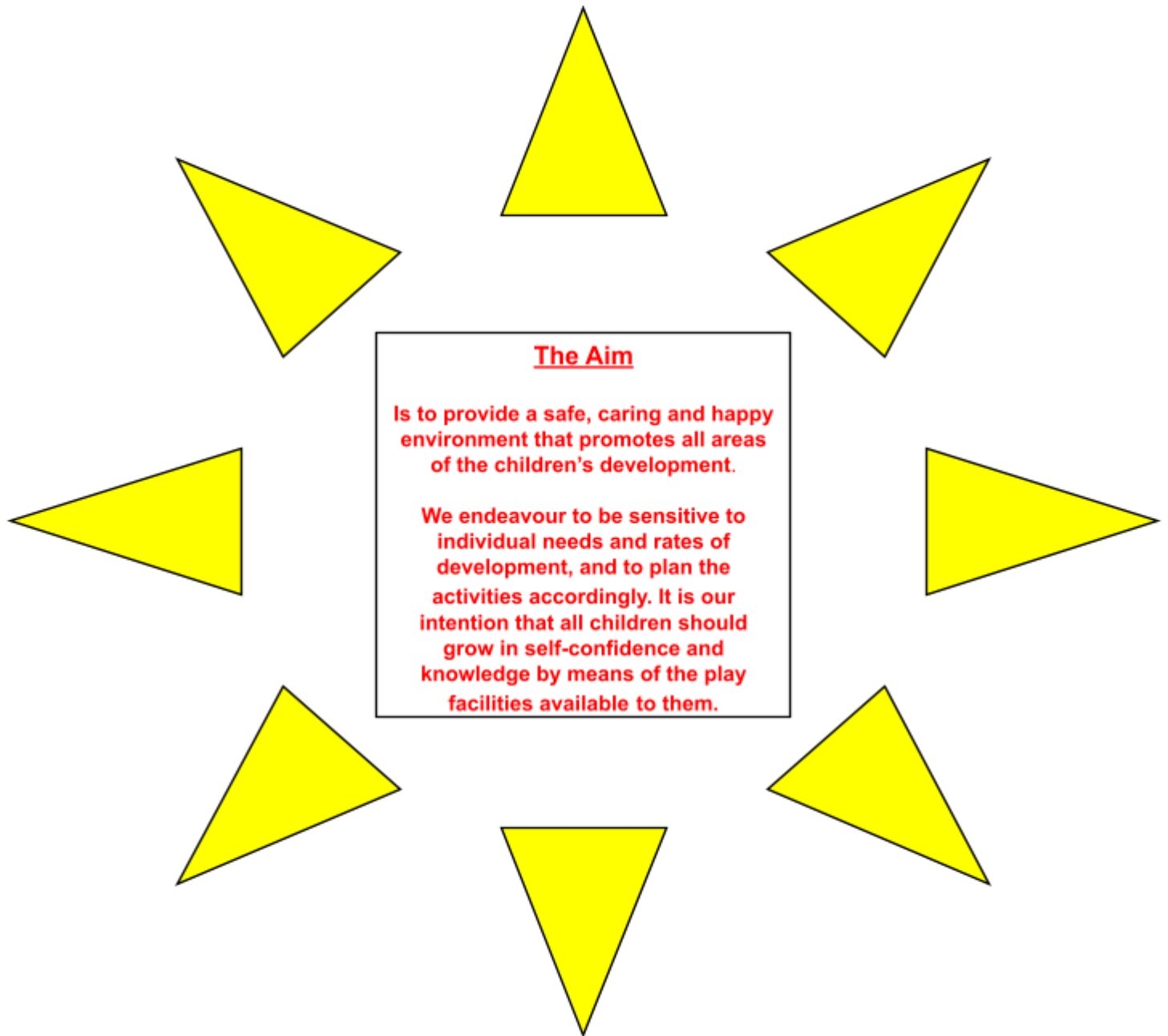
Vouchers: You can also pay your invoice using the childcare vouchers available through your employer.

Tax Free A Government scheme to support working parents with childcare costs.

Childcare: For every £8 you pay in, the government will pay an extra £2.

To find out if you are eligible check - [childcarechoices.gov.uk](https://www.childcarechoices.gov.uk)

If you have any concerns or further questions you wish to ask, during your child's time at Playgroup, please do not hesitate to contact our Play Lead Susan Steivenart.



CURRICULUM

The aim of our Playgroup is to provide a curriculum where your child flourishes in a safe, caring and stimulating environment, preparing each child for school and to extend all areas of their development, through a quality environment and through quality interactions. We follow the Early Years Foundation Stage Statutory Framework as set out by the Government, updated in 2021. We use Birth-5 and Development Matters as supporting documents to help your children be the best they can be. We follow an In the Moment Planning approach allowing your child to follow their interests and extend on their learning in the moment when they are at their most curious.

Twynning Playgroup is regularly assessed by Ofsted, as are all childcare providers. We had our most recent inspection in January which we were rated as Good.

The Statutory Framework sets out:

- A mandatory framework for all childcare providers in England setting the standards for learning, development and care for children from birth to five,
- The 7 areas of **learning and development** which guide professionals' and shape activities and experiences through quality engagement with your child as they learn new skills and knowledge.
- Expected levels that your child works towards when they reach age 5, usually the end of the reception year; these expectations are called the "**Early Learning Goals (ELGs)**"
- The EYFS seeks to provide **quality and consistency, a secure foundation, partnership working, and equality of opportunity.**

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

What does it mean for me as a parent?

Safety

Much thought has been given to making sure that your child is as safe as possible. Within the framework there is a set of Safeguarding and Welfare standards that everyone must follow. These include the numbers of staff required in a setting (ratios), Safeguarding, administering medicines and carrying out Risk Assessments.

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 all **7 areas of learning and development**.

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

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

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 guide 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. It's designed to be very flexible so that staff can follow your child's unique needs and interests.

Children in the Early Years learn by playing, exploring and being active, then through creative and critical thinking - which takes place both inside and outside. These are known as Characteristics of Effective Learning.

My day at Playgroup...

9am – *The doors open and our day at Playgroup begins!*

The team are always there to welcome us into the hall. Mummy, Daddy or our carer can pass on any messages at the door and say goodbye. A staff member writes our names down on the register and we go and hang our coats and bags on the pegs. We leave our lunch boxes on the trolley ready for later. We say goodbye and go and find our friends.

9.05 am – *There are lots of activities on offer and we can choose which one we want to do. The staff are very good at working out what kind of activities we like and always make them interesting and fun. Sometimes I like to do some art from the big red art trolley. I'm very good at putting on my apron and pouring my paints but there is always someone there to help me if I need them. On other days I like to have a bit of quiet time, so I go to the reading corner. There are so many books on offer. I like to snuggle down into the cushions and look at all the words and pictures. Sometimes I like to tell the story out loud to my friends. Whatever the weather we can choose to go outside and do activities in the fresh air, and usually have the doors open for free play.*

Our key workers are very good at working out what interests we all have and coming up with other activities that we might enjoy. I love dressing up in superhero outfits and pretending to be a superhero with my friends. We make up some great stories between us. One day the practitioners suggested we could make a new superhero out of cardboard boxes. We decorated our superhero using the art materials – it looked great!

10.15 am – *By now my tummy is beginning to rumble. We take it in turns to count out plates and cups for our friends. My counting is coming on brilliantly! The snack bar opens and we all sit down together and have a drink and share a snack.*

10.45 am – *After snack we carry on with our activities.*

I am so proud of what I have done at Playgroup, but sometimes I forget to tell Mummy and Daddy. This is why Susan and the team are nearby to take pictures and videos of me that they can show you on Tapestry. They call this my learning journey. My key worker writes about all the things that I have done or said at Playgroup. They also make sure that I am on track with my development and will let you know if they have any concerns. Mummy and Daddy have access to my learning journey at home and they can show our friends and family.

If I do something very special outside of Playgroup then Mummy or Daddy can take photos and add them to my learning journey online so that I can share it with my key worker at Playgroup and can remember it forever!

11.45 am – *We all help to tidy up before we can have our lunch. It always looks like there is so much to do, but it never takes very long if we all help each other. After ‘tidy up’ time we have a story before lunch. We especially like joining in to sing our story time song.*

12.00 pm – *We go to wash our hands and then go and get our lunch boxes from the trolley. We sit down with all our friends and eat our lunch. Sometimes one of the team reads the jokes on the back of our food packets. They are very funny! If we finish our lunch before our friends, then we have some quiet time. I like to do puzzles or play with the blocks.*

12.30 pm – *After lunch we have circle time. Each of my friends takes it in turns to have a special day every term. We are asked to bring a toy, book or photograph that is special to us and share it with our friends and the team. Our friends ask questions about our special items, then we sing our favourite song.*

12:45 pm – *Our parents or carers come to collect us unless we are staying for the afternoon. We wait for them inside to make sure that we are safe and don’t go home with the wrong person! A staff member checks the identity and then calls us one by one. Sometimes our carers come a little bit earlier to help tidy away some of the outside toys. I’m always tired at the end of the day but I’ve always had a lovely time and can’t wait to go back again!*

1 pm - *Some of our friends have gone home but some of us are super lucky and get to play a little longer. We carry on choosing activities in the hall, playing outside and sometimes go on a walk.*

3 pm - *Our parents or carers come to collect us in the same way the morning children have gone home. The grown ups always make sure to tell you if I have had any bumps or accidents.*

On Tuesdays we have a little more structure to help prepare us for school.

We come in and self register practising to write our names. We have a little play whilst we wait for everyone to arrive and then get ready for Forest School. We wear a yellow tabard and walk down to Twyning Park. Helen is the Forest School Leader and she helps us learn lots of new skills. Mummy and Daddy are sometimes nervous when I tell them all the activities I have been doing, using tools and fire lighters but don't worry Helen helps us use them safely.

Some weeks we get to visit the "big" school, which we all get very excited about, we put on our tabards and then we get into pairs to walk up to school. I like to say hello to the teachers. We sometimes spend time in the Rabbits classroom which is where our school journey begins. We get to see our old friends from Playgroup that are now at school and have a story with them too. I love the playground, it has a pirate ship that I like to play on with my friends. There's lots of climbing apparatus for us to practice our physical development, balancing, climbing and more. We stay at school until 11.45am then we go back to Playgroup for lunch.

Once we are back at the hall we get cleaned up. We love to have a story before lunch at midday, and some of our friends go home at 12:45pm. Most of us stay for the afternoon until 3pm when we have our French lesson.

We greet Madame Aurore. "Bonjour Aurore". Aurore is our French teacher and teaches us lots of fun songs and rhymes. She brings a magic bag 'sac magic'. Inside we love to say bonjour to bonbon. He is a little teddy. Aurore teaches us lots of new French words for colours, transport, food, body parts. We also learn about different French celebrations, one of my favourites being Epiphany. We get to taste some cake, and find a lucky coin.

French provides a great insight into other languages and is continued as an extra activity at school.

The same as the other days we have a group time before we go home. If we have been sitting for a while for French then we head outside to run and shake our legs before we go home.

INFORMATION

At what age can my child start?

From the age of **two** children can attend sessions on a Monday, Wednesday and Thursday. A “settling in” period will be agreed on by the Play Leader and the child’s parent. While you accompany your child during this period please assist and respect the staff in their role with the children. We encourage all parents to be involved as much as possible with the children’s activities. We also offer home visits with your child’s allotted key worker to make it an easier transition for your child.

Tuesdays are for three-year olds and over. They have regular trips to school to play outside, become familiar with the environment and say hello to the teachers and some of their older friends. During the summer term we encourage parents to bring a named PE kit to do physical activity.

We also offer Forest school sessions, Helen is our Forest School Leader. Our Vision for Forest School is to develop children’s confidence, curiosity, independence, self-esteem and resilience and to provide an opportunity to explore and experience the natural world through practical outdoor activities.

We are very grateful to Twynning Park who allow us to use their grounds to facilitate these sessions.

What should my child wear?

Playgroup is a place for play so please ensure that your child is dressed accordingly. We do provide paint overalls but accidents can happen, and some children take a little while to get used to wearing them! We also play outdoors so please provide a coat for the winter months and a hat for when the sun is shining.

To save your children’s clothes we have T-Shirts and Sweatshirts available to buy through MyUniform, which have the Playgroup logo printed on them. Please see our website www.twynningvillageplaygroup.com to purchase - Please ensure your child’s clothes are clearly labelled.

Sun cream

Please remember to put sunscreen on your child before they come to Playgroup. We are of course more than happy to top up your child’s sunscreen throughout the day in the hottest months - please keep a labelled bottle in your child’s

changing bag. In exceptional circumstances please inform a member of staff if you haven't already applied in the morning so one of the team can apply.

What should I bring?

Please bring in a named drink bottle with water for your child to have easy access throughout the day. Please don't add any medicines to your child's drink. In line with our healthy eating policy we don't allow squash as it can fill up little tummies before lunch as it isn't kind to the children's teeth. If you forget, don't worry as water is provided throughout the day through our self service station which we encourage the children to use. Milk or water is also offered at snack time and you can put a small carton of juice on your child's lunchbox.

A bag of spare named clothes: just in case they get messy or wet. If your child is in nappies or pull-ups please provide at least 2 spares in their bag, with some wipes.

A packed lunch. A typical lunch box usually contains a sandwich or pot of pasta, a piece of fruit or some vegetable sticks, a yoghurt and perhaps 1 small treat either: a small cake/chocolate or some crisps. Please don't send lots of treats in as it could be embarrassing when we ask you about it. No sweets or adult size cake/chocolate bars please.

Grapes and small fruits such as cherry tomatoes will need to be sliced lengthways in quarters to help minimise the risk of choking.

Birthdays

We love to celebrate the children's birthdays by singing to them. If you would like to bring in a cake then you will need to ask prior to the session so that we can cater for all allergies and intolerances please, so everyone can join in.

Special days

Each day at playgroup is a nominated child's **special day**. On this day they will do activities to help boost their self-esteem and confidence. These activities include, counting the children and choosing their favourite song to sing at circle time. They are also asked to bring in a special item to show and discuss with their friends at news time.

During November, March, and June you will be invited to come and discuss your child's development with your key worker, this will be on the same day as your child's special day. In the meantime we like to keep you updated via Tapestry and you are more than welcome to make an appointment at any other times.

What will my child get at snack time?

Parents are asked to provide 1 piece of snack on their child's first session each week. Snacks can consist of fresh fruit like an apple, orange, some grapes or

dried fruit like raisins. You may also like to bring in a tin of fruit. We have a toaster for bread, or as an alternative to fruit you may like to bring in a pack of pancakes, some breadsticks etc. We have a healthy eating policy, so please no biscuits. Each child is entitled to free milk and water is always on offer.

Where should I park my car?

For maximum safety **NO** cars are allowed through the village hall gates during the operating hours of Playgroup. We are able to use the car park at the bottom of the Village Green. Please do not park in front of the gates or along the side of the road as this causes more danger on an already dangerous road. If accessibility is an issue then we can discuss special arrangements with you.

How secure is my child?

We give our utmost attention to the security of the children. There is always a member of staff at the front door when children are being dropped off and collected. Once all the children are in, or if the staff member needs to leave the front door then it is closed. During free flow when one of the main doors to the outside area is open, there is ALWAYS a member of staff outside and inside. We have a barrier that extends to stop children running around the back of the village hall. As well as the visual barrier we have a large double main gate. This is ALWAYS shut when we are outside.

All visitors and rota parents must come to the front door to sign in, there they will be given a 'visitor' lanyard to wear. Any person who is not DBS checked will not be left alone with your child. Children are let out to parents 1 by 1 to keep high levels of safety. All committee members are also subject to a DBS check.

If someone other than the usual parent/carer is to collect your child, please inform Susan or a member of the team **in person** where possible. In an emergency, if you are running late or unable to collect please call the playgroup mobile on **07859 533982**. If this is not done - for security reasons, we will not be able to let your child leave. We will call you to clarify arrangements.

Mobile phones

Mobile phones are kept in the kitchen area away from the children. Team members will use the Playgroup mobile in case we need to contact you for any reason. As a back up a team member may use their personal phone to contact you. This may be to inform you your child is feeling under the weather or to just let you know they have settled fine. Team member's phones are not allowed in the main Village Hall where the children play.

What do I do if my child is ill?

If your child is to be absent from Playgroup due to sickness please call or message the Playgroup mobile to inform a member of staff. Please let us know exactly what is wrong with your child and not just "poorly". This enables us to quickly act if there is a suspected outbreak/illness. (Tel: No. **07859 533982**). Please note that there are

certain conditions that you must inform the Playgroup Leader about so that she can notify other parents (see guidance on infection control). Obviously your confidentiality will be respected at all times.

MEDICATIONS If your child needs to be given any medication whilst they are at Playgroup you will be asked to sign a consent form, the medication needs to be clearly labelled with your child's name, date, dosage, and any instructions. This will be put in a container in the kitchen so only the team members have access to it.

Potty training and other behaviour interventions.

Our staff are very experienced in assisting you and your child through these transitions. It will always be a case of developing the best approach together. Every child is different, but as there are many other children at Playgroup, some interventions that may work at home are not always suitable. For example, rewarding positive behaviour with sweets is not something that can easily be accommodated, as this can quickly cause upset amongst the child's peers and there are other options which may be better for their long-term dental and physical health.

What do I need to do if I want to leave Playgroup?

We are a registered Charity and as such need to plan and budget carefully. If you wish to leave Playgroup for any reason, all that we ask is that you give us **4 weeks written notice**. If you leave before the end of your notice period you will still be liable to pay your fees to the end of the notice period.

SETTLING IN

Introducing a new child to Playgroup can be very straightforward or a more concentrated process. This depends entirely on your child. You will have a chance to speak to the Play Leader and your child's Key Worker during the introductory sessions and the induction process will be tailored to your child's needs.

We like to offer home visits as a way of getting to know you and your family in a comfortable situation for your child. It helps some children to see a familiar face on their first session and we get to know your child's likes and dislikes.

A typical introduction may follow these steps.

Visit One: Please arrive at 9:30am and bring your registration paperwork if you haven't already. The session will be underway by then. This will give your child the chance to walk into a room full of children busy with their activities. They may want to join in straight away, or watch the other children at play. You are welcome to stay for the entire session with your child - please check with a staff member for current Covid restrictions.

Visit Two: Please arrive at 9am to be part of the self-registration process. Again, you are invited to stay and guide your child through the various parts of the session if needed or alternatively you can leave them for a few hours. The staff will telephone you if they think you are needed.

Visit Three: If you and your child are happy then there is no need for any more settling in sessions. Children are all different and may need more time to settle. We are more than happy to discuss additional settling in sessions with you as well as home visits with your child's key worker to help settle any concerns and strengthen relationships.

Children are unable to stay unaccompanied until we have your complete registration paperwork,

Please let the team members guide you through these stages, they are very experienced at dealing with apprehensive children and parents! Children can behave very differently without their parents around, especially when they are among their peers.

You never know, they might surprise you!

You will be welcome to stay to help settle your child.

THE COMMITTEE

The Playgroup committee oversees the running of Playgroup, they are responsible for the employment of team members and ensuring the smooth running of the group.

The committee consists of a Chairperson, Secretary, Treasurer, Vice-Treasurer and general committee members, all of whom are elected at the AGM held in September each year. See over for the list of the committee members.

Susan also joins us for our monthly meetings to pass on vital information on the day to day goings on at Playgroup. We discuss admission numbers so we can be kept up to date and Susan will let us know if there are any children seeking extra resources and how we can generally ensure she has everything she needs to keep Playgroup running to our high standards. She then leaves us to allow the committee to discuss any other matters on our agenda to get home and prepare for the next sessions ahead.

The committee is also responsible for organising fundraising events. The fees you pay help towards the rent of the hall, wages, resources and equipment which constantly need maintaining and replacing. We also fundraise to subsidise our summer outings, events and additional activities and to meet any shortfall. Fundraising can only be successful with the help and support of parents and carers.

Our current project is to have our own newbuild as this would enable us to offer 9am-3pm sessions every week day through term time with the added bonus of wrap around care which would provide a breakfast club from 8-9am then after school care 3-6pm as well as 8am – 6pm through the holiday periods. As we have lower numbers currently this project is on hold for the time being. If you would like any updates on the newbuild please contact Lucinda or Charlotte.

WHO'S WHO ON THE COMMITTEE

Name	Role	Contact details
Lucinda Morgan	Chair (General Approach)	07966568486 Lucinda.TwyningPG@gmail.com
Katerina Draper	Secretary (Minutes, Contracts, Guidance on HR)	Katerina.TwyningPG@gmail.com
Jodie Hopkins	Treasurer (Book-keeping)	Jodie.TwyningPG@gmail.com
Kayleigh Bourton	Vice Treasurer (Invoices, Wages, Funding & Website) Safeguarding Lead	Kayleigh.twyningpg@gmail.com
Charlotte Simmons	General Member	Charlotte.TwyningPG@gmail.com
Brittany Stevens	General Member	Brittany.TwyningPG@gmail.com
Jemima Allanson	General Member	Jemima.TwyningPG@gmail.com
Laura Nicholls	General Member	Laura.TwyningPG@gmail.com

Above is a list of Committee Members and their roles. If there are any issues you feel you need to discuss regarding Playgroup matters, then please feel free to contact the appropriate person listed. May we remind you that all of the Committee members work on a purely voluntary basis and all, like you, have small children at Playgroup.

The Committee changes each year at the AGM in September. Every year a few Members leave the Committee as their children go on to school. Please seriously consider joining at the next AGM as Playgroup cannot run without the Committee!

ROTAS

The Rota system is where we ask for your help setting up the equipment, generally helping and playing with the children. Then putting the equipment away at the end of the session as we are a pop up/pop down setting. Due to the hall's other commitments we must be out by certain times to let the next users in.

We like to encourage those that can to come and help as we feel it is important to work together with parents and carers. This is so that we share an understanding of your child and their needs and you can observe what goes on. It's also a lovely opportunity for you to see how your child enjoys the different activities on offer and most importantly how they interact with the other children and how they play with their friends.

We understand that lots of our parents may have younger children or be busy working, or just enjoying their free time. Don't worry if you feel you cannot help as I'm sure there will be opportunities such as the summer fete where you can help.

We currently have 6 ladies that work fantastically well together as our team, the rota is to help on any days out, staff sickness or pre-arranged appointments etc so that everything can run smoothly, your child will always be in the appropriate staff to child ratio.

If you are interested in popping in to help, read a story, play an instrument or just do some washing up please speak to Susan who can arrange an appropriate time with you.

PLAYGROUP UNIFORM

There is no obligation to buy uniforms for Playgroup like you would for school. Your child is more than welcome to wear any clothes they would have at home. Our jumpers and polo shirts serve mainly to protect their own clothes while they are learning how to control a paint brush, pour out their own milk and a whole host of other messy activities! We would like to encourage the pre-school children to wear a Playgroup jumper for their end of year photograph and for any trips we do.

The jumper is Navy Blue with the Playgroup logo on it and the polo shirts come in a range of colours – Red, Blue & Green, also with the logo on. If you would like to buy an item of Playgroup uniform, please see our website twyningvillageplaygroup.com and follow the links to the MyUniform page where you can order directly from the supplier, Playgroup will receive 5% cashback on all orders received.

GUIDANCE ON INFECTION CONTROL IN SCHOOLS AND NURSERIES

TO MINIMISE THE RISK OF TRANSMISSION OF INFECTION TO OTHER CHILDREN AND STAFF.

COVID 19

If your child has symptoms of COVID 19 we would appreciate it if they are off Playgroup. As testing is currently optional through Lateral Flow tests - If the test is negative and your child is well they may return to Playgroup. If the test is positive they may return after 3 days.

Please follow current government advice in terms of isolation.

INFECTIOUS DISEASES

If your child is suffering from any of the following illnesses they should be kept away from Playgroup for **five days from onset of illness.**

CHICKENPOX

GERMAN MEASLES

MEASLES

MUMPS

SCARLET FEVER (five days from commencing antibiotics)

WHOOPIING COUGH (48 hours from commencing antibiotics, or 21 days off onset of illness if no antibiotics)

FLU/RESPIRATORY INFECTION Until recovered

For all the above please inform the Playgroup Leader to alert other parents of possible infection.

If your child is suffering from **DIARRHOEA AND VOMITING**, they should be kept away from playgroup for a **full 48 hours** after the symptoms have stopped.

ANY OTHER INFECTIOUS CONDITIONS

HAND, FOOT AND MOUTH (usually a mild disease but can be unpleasant, TVPG policy to keep off until spots are scabbed)

IMPETIGO: Children should be kept away until lesions are crusted or healed.

SCABIES: Children should be kept away until treated.

TUBERCULOSIS: Advice should be sought from a Consultant in Communicable Disease Control.

MENINGOCOCCAL MENINGITIS: Advice should be sought from Consultant in Communicable Disease Control.

HIV/AIDS: this is not infectious through casual contact. There have been no recorded cases of spread within a nursery or school.

If your child is suffering from any of the following illnesses they **DO NOT** need to be kept away from Playgroup once the child is well.

ATHLETES FOOT

COLD SORES

MOLLUSCUM CONTAGIOSUM

RINGWORM

SLAPPED CHEEK DISEASE {FIFTH DISEASE} (exclusion is ineffective as nearly all transmission takes place before child becomes unwell.)

WARTS

FLU

CONJUNCTIVITIS

GLANDULAR FEVER

THREADWORMS

TONSILLITIS

FOR FURTHER INFORMATION SEE POSTER DISPLAYED AT PLAYGROUP

In the event of absence fees are still payable as we still need to pay staff and overheads and are unlikely to fill the space at the very last minute or ad hoc.

GDPR UK

Data Protection is the responsibility of the committee and all staff to keep information confidential.

How and why do we keep and store your information?

The Play Leader will need to keep an accurate list of all the children who attend, and their sessions to ensure the correct day to day management of the setting, ratios and admissions. This means we need to store your child's D.O.B for when they move into a bigger ratio. Details of children's sessions will be kept so that we can invoice the correct amount. We require your email address as our preferred way to send out an invoice. We need to keep your phone number and address in case we need to contact you during a session or for payment. Emails are used for correspondence to do with the setting and to keep you informed of important dates.

We will need to receive a registration form from yourselves before we can offer your child a space. The information on here - including the name, address and d.o.b of your child is needed so we can accurately monitor your child's development and send out relevant information. In addition we would like to know if your child's immunisations are up to date so we can better understand your child's needs when/if a contagious illness is going around. In a medical emergency we may need to know your child's GP, and share information in an emergency. We also require a consent form, and permission to use Tapestry, an online Learning Journal. It is your responsibility to keep us updated on changes such as address, phone numbers. At any time if you require to see the data we hold on your child/family this needs to be put in writing and there will be no charge.

With exception to Safeguarding information that in exceptional circumstances by sharing this information would put your child/family at risk- see Safeguarding policy.

We use online Learning Journals so that you have instant access to your child's learning and development. We have a written agreement with Tapestry to keep your child's information stored securely. Tapestry is an online Learning Journal company and they are GDPR compliant. Tapestry has their own GDPR policy which can be made available to you on request.

If we become aware of a data breach we will notify parents and the ICO within 72 hours.

For more information please request to see our Policies and Procedures folder.

FEES POLICY

Attendance fees are payable per child per session at [Twyning Village Playgroup](#), depending on the age of the child. These charges are subject to review by the Playgroup Committee. Details of the current rates are available upon request.

- On applying for a place at playgroup a £50 returnable deposit will be required to secure your child's place. This will be returned on completion of a funding form for those eligible or be taken off your first invoice.
- You will receive invoices for sessions that your child attends until their place becomes funded by Gloucestershire County Council.
- Invoices will be issued at the beginning of each half term.
- Payment of the invoice must be received within 10 days of the invoice date.
- If a child is not able to attend a scheduled session for any reason, a refund will not be given; the fee will be invoiced and is still payable.
- If [Twyning Village Playgroup](#) arranges any special events and your child is invited to attend on a day that they would not normally attend, no fee will be payable. On these occasions you will usually need to accompany your child for the full session.
- From the term after a child reaches the age that they become eligible for Gloucestershire County Council funding, they will no longer be invoiced for sessions attended. Instead, Parents/Guardians will have to complete a funding declaration form on a termly basis to confirm sessions attended and their official code given by GCC once you have confirmed your eligibility. It is your responsibility to return the funding form by the deadline given otherwise you will be invoiced for the term.
- If sessions are taken in more than one Playgroup/Nursery setting this must be declared.
- If a child attends more sessions than is currently funded or the funding is divided between settings, [Twyning Village Playgroup](#) will invoice the remaining amount. This invoice will be raised retrospectively on a termly basis.
- If your circumstances change and you need to change your child's sessions or the way we have completed the funding form then don't worry we are able to submit an amendment form.

We hope your child enjoys every session with us and
We look forward to welcoming you and your family to our Playgroup.

