



# Prospectus

United Reformed Chapel, Chapel Hall  
Chapel Lane  
Fowlmere  
Royston  
Herts  
SG8 7SA

Founded in 1977

Registered Charity number 1024798

OFSTED Registration number 221791

*Fowlmere Playgroup has been part of the local community since 1977 when it was founded by members of the United Reformed Church. As a registered charity, Fowlmere Playgroup is currently run by a committee of volunteer parents and friends and is Ofsted registered for 24 children aged from 30 months to school age.*

*Fowlmere Playgroup staff, in partnership with parents, aim to provide a happy, stimulating and supportive environment for pre-school children within the framework of the Early Years Foundation Stage Curriculum where each child can have the opportunity to develop fully in every aspect of their development.*

*We run sessions on Monday, Tuesday and Thursday mornings from 9am to 12 noon with Lunch Club running until 1pm. In addition, we run a session on a Thursday afternoon from 1pm until 3.15pm. We also run Rising 5 sessions on Friday mornings from 9am -12 noon. This is a more structured session catering for the children due to start school following September. The Playgroup is in the catchment area for Fowlmere Primary School and all enjoy regular trips to the school to participate in a variety of activities. Term dates and holidays, (including half terms and inset days) are usually the same as those at Fowlmere Primary School.*

*The day to day life of the Playgroup takes place in the main Chapel hall; other facilities include a kitchen area separate from the main room and a separate toilet area. (Including one toilet with disabled access area and washing facilities). As other groups use the rooms when playgroup is not running, we have to pack away our equipment on a daily basis. We have a storage cupboard and space in the hall for this purpose. Our outside space is enclosed by a fence and has a secure access gate. The outside area consists of a paved area and an area of grass.*

*Feel free to discuss any ideas you have with committee members. We are always keen to have feedback from parents and welcome any ideas to improve playgroup and to enhance the experience for the children who attend. Along with staff, all committee members have to be cleared through the Criminal Records Bureau before taking up their post.*

Playgroup Staff

**Shirley Bevan - Playgroup Manager**

*Shirley is a qualified NNEB and has plenty of experience in Early Years Foundation Stage Education.*

*She is the Designated Personnel officer for Child protection, Equalities, Common Assessment Framework and Special Educational Needs.*

*She joined the playgroup in January 2011.*

**Jasmine Redrup - Deputy Manager**

*Jasmine started working at Fowlmere Playgroup in January 2016 and holds a Diploma Level 3 in Early years care. She has worked with children in an early year's setting for 3 years and has son who is at primary school.*

*Qualifications and courses attended:*

*Cache Level 3 Diploma for children & young people's workforce  
National diploma in Health, Social Care and Early Years.*

*EYFS Training*

*Basic Child Protection*

*First Aid Training*

**Verity Smith - Playgroup Assistant**

*Verity started working at playgroup in January 2017. She studied childcare at college and worked in a nursery for 3 years before becoming a mum. She has a daughter at primary school and a son at pre-school.*

*Courses attended:*

*CACHE level 3 Diploma in Childcare and Education*

*Level 2 Food Hygiene*

*Basic Child Protection*

*Paediatric First Aid*

*All staff are trained in Paediatric First aid.*

*As well as gaining qualifications in early years care and education, the staff undertake regular training to help them keep up to date with best practice and policies.*

### Key Person System

*Fowlmere Playgroup uses a key person approach to enable us to help your child settle quickly and flourish within the group. A staff member is assigned to act as your child's special helper, and to build up a close relationship with you and your child from the outset.*

*Your child's key worker should be your first point of contact if you have any queries or concerns about how your child is settling into playgroup. The key person is also responsible for making regular observations and updating records of achievement.*

### Admissions Policy

*Our aim is to make our playgroup accessible and inclusive to children and families from all sections of the community in Fowlmere and the surrounding area. We try to be flexible about attendance patterns to fit in with family needs.*

### Settling In

*We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child settle in to playgroup. Parents are invited to an induction session with their child where a gradual settling in process can be discussed. Alternately if you feel your child will be content to be left on their first day at playgroup, we are happy to facilitate this.*

### Involvement of Parents

*Liaison with parents and carers forms a vital part of playgroup. Each child will be given a red book for correspondence between playgroup and home. Please feel free to write in it anything you feel might help us make your child's playgroup experience more valuable. In turn, when time permits, we will add to it information we feel may be of interest to you, including comments about your child's interests and progression in playgroup.*

*Parents are requested from time to time to take part in various fundraising activities, to raise much needed funds for the benefit of the children.*

### What to bring to Playgroup

*Please bring your child in suitable clothing to allow for messy play etc. Please ensure all clothing is named. We encourage children to gain skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.*

*We also have Fowlmere Playgroup Polo shirts, sweatshirts and Fleece available to buy from the Uniform Shop at the Butts.*

*Please provide your child with a bag of spare clothes in case of accidents or over enthusiastic water play.*

*We will be outside during every session unless the weather is particularly bad. Children will need warm clothes, including hats and gloves and a waterproof coat and wellies (wellies can be left at playgroup). In sunny weather please bring a sun hat and apply sun cream before arrival.*

*We are happy to change nappies as necessary if your child has not yet been potty trained. Please provide your own supply of nappies. We are also able to assist in the potty training process. Please speak to your child's key worker if you have concerns about this.*

### *Arrivals and Departures*

*Our sessions start at 9am. If you are early, please wait outside until the staff have finished setting up and are free to welcome you.*

*At home time, please be prompt, but if a delay is inevitable it would be helpful if you could ring and let us know. If your child is to be collected by someone else we will need written permission from you at the time your child is dropped off.*

*A copy of the policy for late collection/uncollected children is available on our web site or at playgroup.*

*If your child is unwell and unable to attend a session please let us know by phone on the morning.*

*Playgroup phone number: 07564 022722 Please leave a message if we are unable to answer.*

*Under the Early Years Foundation Stage curriculum, which governs what we do, we organise our sessions carefully so that the children can choose from and work at a range of activities and in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.*

*Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged to take part in child- chosen and adult led activities.*

*We need to be flexible but do have a basic routine for our sessions:*

*9.00am Arrive and self-register. Free play choice.*

*9.20am inside and outside free flow play.*

10.15- 10.45am. *Snack time. Fruit and vegetables. Milk or water. A biscuit.*

11.40am *Tidy up.*

*Children are encouraged to tidy away the equipment.*

11.55am *Children not staying for lunch club, prepare to go home.*

12.00 noon *Children go home or prepare for lunch club.*

1pm. *Home time (except on Thursday where the day continues until 3.15pm for those children enjoying an after-lunch session)*

*Water is available to drink throughout the sessions.*



### Early Years Foundation Stage (EYFS)

*Schools and Early Year providers have to follow a structure of learning, development and care for children from birth to 5 years old. This is called the Early Years Foundation Stage. (EYFS) and it enables your child to go through a range of activities. All maintained/independent schools or registered early years providers in the private, voluntary and independent sectors caring for children from birth to five, must use the EYFS. This includes playgroups, day nurseries and child minders. The EYFS ensures:*

*\* Children learn through play*

*\* Providers work closely with parents/carers*

*\* You are kept up to date with your child's progress*

*\*The welfare, learning and all-round development of children with different backgrounds and levels of ability, including those with special needs and disabilities.*

### Policies

*Copies of our Policies and procedures are available for you to see at the Playgroup or on our website.*

### Feedback

*We welcome feedback from parents to help us ensure that each child's experience at Fowlmere Playgroup is the best we can make it. You can arrange to meet the Playgroup manager or your child's key worker to discuss any concerns you may have or if more appropriate, the chairperson of the committee.*

### Funding and Fees

*All children are eligible for 15 hours a week of Early Years funding from the term after their third birthday. You will receive the application forms from playgroup. At the present time our fees are £4 per hour. Fees must still be paid if children are absent without notice for a short period of time. All fees must be paid within two weeks of a bill being issued. Bills are issued on a half termly basis. If your child has to be absent for a long period of time, please talk to the playgroup manager or committee chairperson. Please contact our treasurer if you have any queries about Early Years Funding or payment using childcare vouchers.*

*Fowlmere Playgroup operates a fee payment policy which includes procedures for recovering fees in the event of non-payment. A full copy of this policy can be viewed at Playgroup or on our website.*

### Contact Details

*If you would like a chat to find out more about our playgroup, please get in touch and arrange to come and see us.*

*Playgroup Number: 07564 022722*

*Playgroup email: [fowlmereplaygroup@hotmail.co.uk](mailto:fowlmereplaygroup@hotmail.co.uk)*

*Website: [www.fowlmereplaygroup.co.uk](http://www.fowlmereplaygroup.co.uk)*

### How to find us

*We are in the Chapel Hall at Fowlmere and Thriplow United Reformed Church, which is on the corner of Chapel Lane and London Road/Pipers Close in Fowlmere.*

*The Chapel Hall postcode is SG8 7SA*