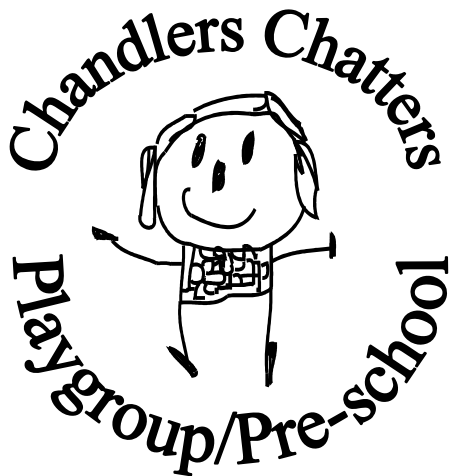


CHANDLERS CHATTERS PLAYGROUP/PRESCHOOL
The Brenda Blakemore Community Centre
Davies Close
Rainham RM13 9LJ
Tel. No. 07494 301024



Opening Times:

Monday/Tuesday/Wednesday/Thursday/Friday morning 9.00 am – 12.00 pm.
Monday/Tuesday/ Wednesday and Thursday all day 9.00 am – 2.45 pm.

Children are happy in this welcoming setting and form good relationships with Staff and their peers. We aim to provide a safe, secure, and happy environment where each child will learn through play to develop in all areas of the Early Years Foundation Stage.

Chandlers Chatters Playgroup/Preschool was first opened 1971 and has been running smoothly ever since. It is a non-profit making Playgroup/Preschool run by a fully qualified and enthusiastic team of paid staff. We do fund raising along the way to help buy resources the children need and to provide parties and end of term treats and a subsidised farm trip for the Rising 5's.

Our aim is to provide a happy, stimulating, and safe environment in which children can learn through play.

Policies and Procedures

Chandlers Chatters operates in accordance with several policies and procedures which have been put together by the Manager and her team.

Copies of these are on display daily or you can visit our website chandlerschatters.co.uk. If you require a copy please do not hesitate to ask.

We are committed to equal opportunities regardless of Culture, Gender, Disabilities, Ethnic Origin, Religion or Beliefs. We accommodate the wide and varying Special Needs of children and their families and work together with them and outside agencies to provide the best care we can.

We promote good safeguarding care for the welfare of our children and have a Designated Safeguarding Leader in the group and expect all staff to have Safeguarding training.

Monitoring and Maintaining Standards

We are OFSTED registered and have regular inspections in accordance with the Children's Act 1989. We work along with the Early Years Foundation Stage, and our Early Years team in the London Borough of Havering.

ABOUT US

Fees

Our fees are half days	£20.00*
Whole days	£35.00*

*Subject to change

A fees slip will be issued during the last week of each half term and you will be expected to pay before the new term starts, if this payment isn't made within this time a late payment of £10 per week will incur. Please pay by Bank transfer, details will be on the slip. Fees are required even if your child is sick, or you take them on holiday or for any other absences. If your child is unable to attend for any of these reasons, please call on the first day they are off.

Funded children will be asked to pay a consumables fee (please see attached consumables letter).

Along with the existing offers for 3- and 4-year-olds, the government is expanding childcare support, so it's affordable and accessible for even more working parents. The funding is as follows 2-year-olds: (15 hours) low-income families, 2-year-olds: 15 hours for working families, 3- and 4-year-olds (15 hours universal funding the term after your child turns 3) and 30-hour Extended offer for 3- and 4-year-olds (working families). If your child goes over the universal 15 hours and you do not have the 30-hour extended offer you will have to pay for the extra hours. To see if you are eligible, please go to www.childcarechoices.co.uk

The Playgroup/Preschool requires one-month notice if your child is leaving the group otherwise you will be charged the terms fees this fee also applies if you change your child's days before they start in September.

Group Size

At present we are registered for 30 children per session.

PRACTICAL MATTERS

Security

On arrival there will be a member of staff on the Main Entrance. We ask that these members of staff are not distracted and drawn into conversations at any time as your child is our main priority once on the premises.

Your child will choose their own name from the table and post into the box when they enter the main hall. Once inside a register will be taken by a member of staff.

On collection if you are not the Parent/Carer you will be asked for a password for that child unless you have filled in an alternative arrangement form in the morning. We will not let a child be collected by any persons under the age of 18 years old, also if we believe you are under the influence of Alcohol, Drugs, or any Drug related substance we have the authority to keep your child on the premises until a suitable adult can escort them home.

The main door is locked daily, and we also have chains on the doors of the main room for the safety of the children.

Fire Drill

We have regular fire drills so that your child is aware of what will happen in an emergency. The children are told what to do and what will happen, so they do not become alarmed. Information on this can be found in our Policies and Procedures and on our Website.

Emergencies

If you have an emergency and need to contact us during a session, please call us on 07494 301024.

JOINING US

What to wear

Chandlers Chatters enjoy messy play, so we recommend that children wear clothes that they can paint, glue, or get playdough on. It is also helpful if their clothes are easy for them to pull up and down so that they can manage their self-care and make them more independent. Uniform (not compulsory) can be purchased for www.myclothing.co.uk

What to bring

We ask that children bring a small bag (**NO RUCKSACKS - CLEARLY LABELLED WITH THEIR NAME ON**). Containing the following.

- Nappies and wipes (if they are not toilet trained)
- Spare clothes as accidents happen.
- Wellington boots
- Coats, hats, and scarves (for outside play)
- Sunhats

PLEASE LABEL ALL OF YOUR CHILD'S CLOTHING.

Monday/Tuesday/Wednesday and Thursday all day

We ask that you provide your child with a lunch box that is labelled on the outside. We suggest they have a sandwich, yoghurt, fruit, a biscuit bar or crisps and a drink. (Children will be offered milk or water if they don't bring a drink of their own). The children get half an hour to eat their lunch then we ring a bell for them to finish and pack away. Our Food and Drink Policy is available for you to look at.

NO BARS OF CHOCOLATE

UNDER NO CIRCUMSTANCE IS YOUR CHILD ALLOWED NUTS OR NUT SPREADS.

GRAPES AND CHERRY TOMATOES MUST BE CUT IN HALF

SAUSAGES OR ANY FOOD LIKE THIS MUST BE BITE SIZED.

If any of the above rules are not followed unfortunately they will be sent home uneaten.

SETTLING IN

We have an open day where your child can come along and familiarise themselves with the Playgroup/Preschool and Staff members.

As you are the best judge of your child, we will assist you in their separation as they arrive on their first day. Try not to carry them to the door as this makes the separation harder. Please try to leave as quickly as you can as sometimes prolonging this can be worse and if you are anxious then your child will be too. Lots of positive vibes also help your child to settle.

We suggest that you return earlier than normal for the first couple of week.

However, your child reacts, please be assured that the staff are experienced and have your child's interest at heart.

WHAT WE OFFER

Activities are planned for the term by all members of staff. We focus on a colour/shape/numbers and Makaton. We encourage children to bring in toys relating to the colour of the week, **BUT WE DO NOT ENCOURAGE GUNS AND SWORDS.**

All our everyday activities are there to encourage the children to use their imagination to create and develop, with the guidance of the staff working within the Statutory Framework of the EYFS. Setting the standards for learning.

The areas we cover are.

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

Free Play

Chandlers Chatters has a large indoor space where the children have a quiet area for reading and listening to stories, construction, paint/glue, drawing and maths. There is also room for dance and physical activities. There is a wide range of toys to choose from which helps develop skills for hand/eye co-ordination and equipment for stimulating play. We also have a beautiful garden where they are encouraged to play outside everyday (weather permitting) and explore. This is well supervised always. There is a den a mud kitchen, slides and raised beds where they can grow flowers, fruit, and vegetables. We also have a fenced off path area so the children get 10-15 mins daily to be outside.

The staff have time to listen and play with your child encouraging them to talk and answer.

Friends

In Playgroup your child has the chance to value everyone. They can interact with adults and their peers making friends along the way.

They learn to share, take turns, and become independent and confident. We also encourage the children to follow our daily Rules and Boundaries which are displayed and revisited each day.

Eating together

We encourage children to eat healthily, so we ask that you provide fruit for your child in a small pot labelled with their name for snack time, with this we provide a choice of milk or water. This is a social time where the children can communicate with their peers and adults alike.

Teeth

In 2018 we were piloted for a teeth cleaning project which is being promoted continuously in the borough for Early Years. This has proved to be successful so therefore we have continued with this. The children clean their teeth every day. If you need any information, please see our coordinator Angela Herbert.

Special Events

At Playgroup we encourage children to develop an understanding of different cultures and beliefs such as Diwali, Bonfire night, Christmas, Easter, and Chinese New Year. They also make cards, bake cakes, and try different food e.g., Chinese. We also have a Christmas Concert and a Nativity where family members are invited to watch their children.

Birthdays

We like to celebrate children's Birthdays with the Playgroup/Preschool and some Parents like to bring in sweets, but it is the Parents responsibility to give these out at the end due to Health and Safety aspect

WORKING IN PARTNERSHIP

Recording and Communication

When starting with us every child will be given a Keyworker that will work with your child until they leave and move on to mainstream school. Your keyworker will be your first port of call. They will get to know both you and your child and will be able to give support where needed throughout the time they are here.

Every child has a record of learning during their time with us.

We provide a two-year-old assessment which will be discussed with yourselves where you are asked to comment once the report has been discussed, you are advised to share this with your health visitor, and we aim to do this around your child being 27 months. We also carry out on-entry, on-going assessments and two progress checks per year. If we are showing a concern for your child, we will do a child profile update and review it with the parent/carer. Every child has a folder with their work in that they do with us over the time they are there. In this folder there are observations and pictures. This folder is available for parents to look at read and discuss during progress checks or at any time they feel necessary. At the end of the child's time with us the folder will go home with them, reports will be transferred to school with Parents permission. Your child will also have a little book which will be filled in each week by their keyworker giving you an update of what the child has done that week, we would appreciate it if you would read their comments and give us feedback keeping us up to date with what the child does away from playgroup please. We send out Half-Term Newsletters via e-mail. If you have English as an additional Language and need any help with communication please make us aware.

Transition to school

We have a good working relationship with our local schools, especially Parsonage Farm Primary School where most of our children transfer to. In the child's final year with us we have a Rising 5's morning. This gives the children the opportunity to sit with their keyworker and do some structured activities. We have Lunch on Monday/Tuesday/Wednesday and Thursday. We also get to visit the local school, so the children can familiarise themselves with it. This all helps them to have a smooth transition. We must complete a Transition Form provided by the school before they leave.

E-Safety Policy

Chandlers Chatters Playgroup/Pre-school accept that in the 21st Century the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However, we are also aware that this global network come's with its own risks and dangers. We therefore set out the following guidelines to protect the children staff and parents who use the setting.

Use of the internet at playgroup

The staff are permitted to use the internet on the nursery computer providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age appropriate learning programme or video footage for the children.

If a staff member wishes to access the internet for their own personal use this must be at the strict request of the manager: namely Sue Allen and she must approve the specific web site that is to be accessed.

Mobile Phones

Staff have access to the Playgroup mobile phone to take photos of the children for their Learning Journals and to contact Parent/Carers when necessary. Personal mobile phones are in their own bags locked away in the cupboard and can only be used in an emergency with the Managers consent

Use of email

E-Mail can be used by staff for work purposes from the playgroup computer but only sent through the nursery's e-mail account (chandlerschatters.co.uk) and only with the permission again of the Manager.

E-Mailing of personal, sensitive, confidential and classified information should be avoided and if required necessary to do so should be at the express consent of the manager.

Staff are also asked not to contact parents from their personal e-mail accounts nor give their personal e-mail address.

PLEASE REFRAIN FROM USING YOUR MOBILE PHONE IN THE SETTING