



St Mary's Pre School Playgroup

St Mary's Church Hall
Regent Street
Wrexham
LL11 1RB
07984063724

stmaryspreschoolwrexham@hotmail.com

Our Playgroup is:

- A member of Wales Pre-school Playgroups Association
- Registered and inspected by the CSSIW and H.M. Inspectors Estyn.
- Registered for Early Entitlement funding.

Our Aim is:

- To encourage parents/carers to understand and provide for the needs of their children
- To provide safe and satisfying group play in which parents/carers have the right to take part
- To encourage other charitable activities through which parents/carers may help the children
- To further the aim of the Wales Pre-school Playgroups Association

The group offers:

- A planned curriculum in accordance with Wales PPA Guidelines for Good Practice and the Curriculum Council for Wales Desirable Outcomes together with the L.E.A. Foundation Phase.
- Individual care and attention, with a high ratio of adults to children
- Fun and friendship with other children and adults
- Opportunities for you, as a parent/carer to become directly involved in the activities of the group, and your child's progress.

Places are offered to pre-school children over the age of 2 years old from the waiting list in line with our Admissions Policy. Children with special needs may be accepted as a priority. The group is English speaking and children are given an awareness of the Welsh language. Non English speaking children are also welcome and every effort is made to learn key words in their own language.

Facilities available: St Marys Pre School Playgroup is held within St Mary's Church hall and is owned by St Mary's Cathedral. We have a large hall, kitchen, toilet facilities, storage and an outdoor play area which is used daily (weather permitting).

Group Opening Times

Monday 9.30am – 12.00pm (children aged 2 ½ years) 12.15 – 2.45 (children aged 2 years and up)
Tuesday 9.30am – 12.00pm (children aged 2 ½ years) 12.15 – 2.45 (children aged 2 years and up)
Wednesday 9.30am – 12.00pm (children aged 2 ½ years) 12.15– 2.45 (children aged 2 years and up)
Thursday 9.30am – 12.00pm (children aged 2 ½ years)

All day sessions are available Monday, Tuesday, and Wednesday 9.30 – 2.45 for children aged 2 ½ up.

On arrival children and their parents/carers meet in the cloakroom area where there is the opportunity to collect your newsletters, notices, bills and see the notice board. At 9.30am a member of staff registers the children and the group go through to the main hall.

Parents/carers are welcome to come through with their children if they wish. It is important that we all work together to help children settle in the group and develop confidence to participate in all the activities offered. Some children take longer than others to settle and you should not feel worried if this happens. The treatment of each child as an individual is paramount. Parents/Carers may wish to stay for the whole or part of the session, depending on the needs of the child.

Once children are registered the door will be closed and a door chime will be in use to gain entry. At home time children are collected from the reception area, and need to be signed out from whomever is collecting the child.

Adult Resources:The group is registered for 36 children. The New National Minimum Standards for sessional care requires a ratio of one adult to four children aged 2 years and one adult to eight children aged 3 to 7 years. Parent/carers help on a rota basis to meet these requirements. If parents cannot keep to their rota timetable and are unable to appoint an alternative then a charge of £7.50 will be levied. Should we not have the correct number of adults then the group's insurance will be invalidated and the session may have to be cancelled.

The group is fully insured and the certificates are displayed on the notice board.

Contact mobile telephone number during sessions : 07984063724

<u>Staff</u>	<u>Title</u>	<u>Qualifications/experience</u>
Alana McHugh	Supervisor	Cache Diploma level 5 in early years development and Management. First Aid trained, worked in early years for over 10 years

Gwendy Sydenham Play worker CCDL Level 3.

Iwona Koza Play worker CCDL Level 3.

Students:On occasions we are requested by Newi, Yale and Careers Wales to take on students studying child care and for work experience purposes.

Management and Administration: The group is run by an elected committee who ensure that major decisions are made by the parents/carers who use the group. The committee meet once a term and are responsible for reviewing policies and practice, for the employment and appraisal of the staff and managing the group's finances.

A full list of committee members, meeting dates and recent meeting minutes are on the notice board.

The Committee members are:

Fr. Simon Treloar	Registered Person
Debbie Williams	Chairperson
Lauren McHugh	Secretary
Charlotte Williams	Treasurer
Sarah Ryan	Fundraising Co-ordinator

The Annual General Meeting of the group is held at the beginning of each academic year, at which time the committee for the following year is elected. The committee must have a minimum of 5 volunteers to run the group and we are indebted to those who give up their time for its success and provision for our children to play together.

Parental involvement: Wales PPA believes that parents are the prime carers and educators of their children and as such should become involved in all aspects of the group. As members of the Association parents/carers will be asked to become involved in:

- Working in the group on a rota basis
- The management of the group
- Fundraising and social events

The lasting benefit of parental involvement in a child's development and pre-school education is now clearly acknowledged by academic research.

Training: Membership of Wales PPA ensures that the group is kept up to date with new thinking in the field of childcare and education. The group receives the Wales PPA magazine Small Talk, which offers practical advice and up to date information. The group also has access to publications from Wales PPA. We also receive regular updates from The Care Standards Inspectorate of Wales (CSSIW) regarding current childcare legislation.

On-going training is available through the LEA Early Years Unit, Wales PPA and Wrexham Play Association courses. These are open to both staff and parents/carers.

Other training is available through local meetings, conferences and events. Parents/carers are kept informed about these via the notice board.

Policies: All policies and procedures are designed to offer the best possible environment and experience for the children and families in our group. These policies are reviewed regularly, at least annually, and updated as necessary. We ask that children are not brought to Playgroup if they are ill and that parents/carers observe the exclusion periods. The policies are kept in a separate portfolio and are available on request. Comments and suggestions to alter the policies are welcomed.

Fees: Fees are £7.50 per session, paid monthly in advance. Weekly payments can be arranged ask the supervisor for details, we accept cash, cheque and bank transfer. Fees must be paid if a child is absent/sick. In cases of prolonged absence the committee should be consulted. We recommend that children come for a minimum of 2 days, this is because we want to get to know your children well, so we can offer them the best development and attention possible

A child's attendance at the group is dependent on continued payment of fees. Fees can be paid weekly, in advance, by prior arrangement and the group has a scheme for reducing fees for parents who qualify for income support. We urge that you look into your entitlement for the 'Working Family Tax Credit' as Playgroup fees can be included in your claim.

What to wear: There will be messy and physical play in the group and in order to feel free to explore and experiment with all kinds of materials and equipment, clothes should be washable and not restrict the child's movements. Children need to practice skills that make them independent and clothing which they can cope with themselves enables them to become less dependent on the help of other people.

It is helpful if your child's clothing is marked with your child's name, coats, bags and hats in particular. Spare clothes are also a good idea as some children are little worried about putting on clothes that do not belong to them.

Example timetable of session

9.00am Staff and helpers arrive and set up and get ready

9.30am Children are registered and brought through to the main hall to settle and explore activities laid out

9.45am Registration and discussion time (Circle Time)

10.15am free play including 'messy activities' and outdoor play (weather permitting)

10.45am Tidy up time.

11.00am Sit together for snack.

11.15am Depending on the weather, free play outside with tractors, cars and other selected equipment or a new selection of activities indoors and complete arts and crafts to take home.

11.45am Story time and singing

12.00pm Parents/Carers arrive to collect the children

Afternoon session run the same timetable.

Observations, assessments and record keeping: St Mary's Pre School Playgroup's staff take a reflective approach to their work, using observation as a tool to play activities and ensure children's needs are met. The progress of children is assessed by observation and recorded. We have a duty to share some information with the local authority, CSSIW and in the case of the Children Development Assessment Profile, the Welsh Government. Our records are kept in line with our confidentiality policy and are available for discussion with parents/carers at any time.