



# Newsletter

Spring Term 2 (Feb/March 2014)

Dear Parents and Carers,

Welcome back to Playgroup, we hope that you all had a fun half term! Please take a few minutes to read through the newsletter, it contains lots of important dates and information for you. This half term we will be looking at:

## Nursery Rhymes and Songs

Weeks	Dates	Subject	Activities	Please bring in
1 & 2	24 <sup>th</sup> Feb - 7 <sup>th</sup> Mar	Counting & Friendships	Bottle bugs, marble-painting, coin rubbing, concertina friends	
3 & 4	10 <sup>th</sup> Mar - 21 <sup>st</sup> Mar	Gardens & Growing	Shhhhh...Mothers Day surprise!!! (for the 30 <sup>th</sup> )	Washed out standard yoghurt pot (not 'Muller corner' style)
5 & 6	24 <sup>th</sup> Mar - 4 <sup>th</sup> Apr	Food and Easter	Easter cards, Jam tart making, plastic bottle shaker making	

### Items for Show and Tell (PM sessions only)

Please bring items for Show & Tell during the afternoon sessions only.

If your child attends an all-day session, the item **must** be named and placed on your child's name in the hall upon arrival in the morning at playgroup. Staff cannot be responsible for items getting lost or damaged, therefore please do not allow children to bring anything too valuable. Please also stress to your child that the items they bring are for show and tell only and not general play. We have plenty for them to do and play with and we have found that other children's toys can cause upset among the children. Show and tell is something we try to do every afternoon and the children do benefit from it. Show and tell also helps communication and language skills, so please continue to bring items.



### Important things we need to know about your child:

Please remember to tell us immediately about any of the following changes relating to your child:

- Permission for who can collect your child
- Emergency contact persons & their up-to-date details
- Allergies/Health conditions (or suspected, undergoing medical investigation)
- Medication
- Change of address, home, work and mobile telephone numbers

### Sharing of Learning Stories:

The Keyperson responsible for your child is able to share their learning story with you at any time. You are able to take it home and add photo's or information or to share it with your child's other playgroup/nursery/childminder if you so wish, just please remember to return it so that your child's Keyperson can keep it up to date.

**Clothes Appeal** – We are very short on girls leggings/trousers, if you have any spare or that have been outgrown, we would be very grateful for any donations. Thank you

**Help Wanted - Parent Rota** - As you are aware, we run a Parent Rota help system where we ask all parents/grandparents/friends to sign up and come into playgroup to help us 2 mornings per half term (in accordance with our Policies and Procedures). We are very fortunate that we have such extensive premises and we are able to have a lot of equipment and activities available at each session for the children, but the more we have out, the more adult help we need. We are a **community based, charity run** playgroup, and do not make a profit, and we appreciate your help in being able to provide as many opportunities for your children as possible. The time spent in playgroup helping is usually a very rewarding time for both the child and parent. The Parent Rota for this half term is available on the stage **now** and the rota for the next half term will be available shortly. Please sign up and come in and give us a hand!

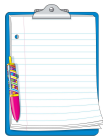


### Sainsbury's Active Vouchers

Sainsbury's are now issuing their vouchers for purchases made until 20<sup>th</sup> May 2014. Please ask all of your family & friends to collect as many as possible on our behalf. Our box is in the Entrance lobby for you to post them into. Thank you for your support.



**Lunchboxes/School bags** - It would help us greatly if you could ensure your child's lunchbox, any separate drinks bottles/cartons and school bag are **clearly named** on the **OUTSIDE**. Many children have the same lunchbox or school bag. Un-named items cause confusion and upset. Many Thanks.



**Waiting List** - We are in the process of updating our waiting list in preparation for offering places to new children for a September start. If you have any friends or relatives in the area who have a child/children who are about to turn 2½/3 - we would love to hear from them! Please give them our details to contact us and register their

child in either of the following ways:

**Telephone:** 01603 441529 (term time: Mon 11.30-15.00; Tue-Fri 09:00-15:00)

**Email:** [info@sprowston-nursery-playgroup.org.uk](mailto:info@sprowston-nursery-playgroup.org.uk)

Alternatively, **download** a waiting list form from our website: [www.sprowston-nursery-playgroup.org.uk](http://www.sprowston-nursery-playgroup.org.uk)

Don't forget to register any younger children you may have, to be sure they are also on our waiting list! Our policy at the end of the newsletter explains our admissions procedure.

### Communication and links to behavior



Pre-school age is a very important age when children develop and extend their communication and listening skills. The ability to be able to communicate well can also have an impact on their behavior. We, at Sprowston Nursery Playgroup, are



keen to ensure the children at our setting move onto school with the best communication skills possible, as it then helps them through school and further in life. You can help us by: frequently reading stories to your children; using opportunities to chat such as on a journey, lunchtime or when out for a stroll; monitoring what your children are watching on the TV/computer and **ensuring** that it is appropriate for their age. If you are at all concerned about your child's ability to communicate well, please feel free to speak to a member of staff, we are here to help! A couple of websites we use and which are also available for you to look at, for more information on this subject are: [www.talkaboutnorfolk.co.uk](http://www.talkaboutnorfolk.co.uk) and [www.ican.org.uk](http://www.ican.org.uk)



Don't forget that if you lose or throw away your newsletter, there is always a copy for you to view on our website at: [www.sprowston-nursery-playgroup.org.uk](http://www.sprowston-nursery-playgroup.org.uk).



## Diary of Events for 2<sup>nd</sup> half Spring Term 2014



### February 2014

*Monday 24th*                      *Playgroup re-opens for Spring Term (1)*      *12:00pm*

### March 2014

*Wednesday 5th*                      *Committee Meeting - Catton Room*                      *8:00pm*

### April 2014

*Friday 4th*                              *Playgroup closes for Easter holidays*                      *3:00pm*

*Wednesday 23rd*                      *Playgroup re-opens for Summer Term (1)*      *12:00pm*



# Policy and Procedure Spotlight



Our policy this half term is about the procedure we follow when sorting through our waiting list and then offering places to new children. As the time is coming again when we are offering out spaces to new children, we felt this policy would be a good one to have in our Spotlight this half-term. Please take a few minutes to read through it, and if you have any queries or comments regarding this please speak to the Supervisor or one of the Assistant Supervisor's

## ADMISSIONS AND OPERATION OF WAITING LIST POLICY

### Policy

We welcome all families at our Playgroup. Children and adults play and learn together within the group, setting a pattern of respect and tolerance for other people.

### Procedures

- We operate a waiting list, parents should be aware that this is not operated on a first come first served basis. All children will be offered two sessions upon entry. As a community based Playgroup we aim to offer children in our local community the opportunity to attend their local playgroup. If we are oversubscribed the criteria for offering a place will be in this order;
  1. Children who are entitled to nursery funding whose parents live in our catchment area (same as the local schools).
  2. Children whose siblings have gone through the Playgroup or are attending Playgroup whose parents live in our catchment area (same as the local schools).
  3. Children whose parents live in our catchment area (same as the local schools).
  4. Children whose siblings have gone through the Playgroup or are attending Playgroup whose parents do not live in our catchment area.
  5. Children who are entitled to nursery funding whose parents do not live in our catchment area.
  6. Children whose parents do not live in our catchment area.
- In the event of oversubscription in any of the above criteria then those living closest to the playgroup will be given priority. Our catchment area covers the following schools Sprowston Infants, Sparhawk Infants, Cecil Gowing, Lodge Lane, Garrick Green and Heartsease Primary.

- Opportunities to attend further afternoon sessions are offered according to age and School intake, up to a maximum of five in total.
- Fees are payable in full on the first day of each half term and there will be no refund for absence due to holidays or illness. However, if difficulties arise over payment of fees the Human Resources Sub-Committee will always be available to consider these special circumstances. It may be possible to pay weekly. All conversations of this nature will be treated in confidence. If a weekly payment plan is agreed this must not fall 3 weeks in arrears. Failure to keep up payments will result in the place being withdrawn and the deposit will not be returned.
- To secure a place for your child we ask for a deposit equivalent to two weeks fees. Should your child not start this deposit will not be refunded.
- Once your child has started we require 6 weeks' notice in writing to cancel this space. Please note that fees are still payable during this period of notice.
- Playgroup requires 6 weeks notice to change/swap sessions once your child has started.
- Deposits will be returned when your child is funded in the term after their third birthday, or for younger children if the correct notice period has been adhered to, whichever applies.
- Our opening times are as follows:
 

Monday -	1200 - 1500
Tuesday -	0900 - 1200 & 1200 - 1500
Wednesday -	0900 - 1200 & 1200 - 1500
Thursday -	0900 - 1200 & 1200 - 1500
Friday -	0900 - 1200 & 1200 - 1500

Afternoon sessions for funded children may be added in spring or summer terms subject to demand.

- We are able to offer a child a place at our Playgroup from the age of 2 1/2 years. We may restrict the number of 2 1/2 year olds on our register in order not to compromise adult to child ratios as set out in the Early Years Foundation Stage guidance (staffing levels at this age are 1 adult to 4 children).
- If your child exceeds their entitlement of funded sessions in any term e.g. if they attend more than one provider, the following applies:

You may choose not to send your child to sessions over and above their funding entitlement. To allow for planning of staffing levels the sessions your child can miss will be set by Playgroup in advance of each term.

OR

You may choose to pay for any sessions your child attends over and above their funding entitlement.

- It is always desirable that all children are toilet trained, but Playgroup will accommodate those who are not.
- Please be aware that it is our policy to say a Prayer before lunch and on other occasions.
- Sprowston Nursery Playgroup has a policy of accepting children with special needs if it is at all possible. We try to get extra outside help if it is desired or deemed necessary with parents approval.
- Our settling in procedure aims to develop a good working relationship with parents and accepts each child as an individual. We aim to settle all children and parents happily, using a flexible approach. Refer to our Transition Policy for 'settling in'.
- Playgroup terms usually adhere to those of the local first schools.
- Term dates vary, but Playgroup is open for at least 38 weeks per year

Playgroup will be closed if the local infant schools (either Sprowston Infants or Cecil Gowing) are closed due to bad weather. Listen to Heart FM or Radio Norfolk, or check [www.norfolk.gov.uk](http://www.norfolk.gov.uk) or you can go to our Facebook page for this information

