



Prospectus

“Our aim is to provide a warm and caring environment in which your child is offered stimulating experiences through play and is encouraged to develop their imagination, creativity and independence.”



**Hutton Cranswick Playgroup
Methodist Church Hall
Cranswick
Tel: 07749 897 441**



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**Hutton Cranswick Playgroup
Methodist Church Hall
Main Street
Cranswick
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Registered Charity Number 1034331



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About Us

Hutton Cranswick Playgroup was established in 1969 in the Methodist Hall in Cranswick and we are still here today! Over the years we have seen many changes and have grown and developed to provide sessions for children aged two-and-a-half to five years, in line with the Early Years Foundation Stage (EYFS) framework.

In October 2017 Playgroup achieved a good report from the Government's Office for Standards in Education, Children's Services and Skills (Ofsted).

Hutton Cranswick Playgroup is a registered charity - Registered Charity Number 1034331 - run by trustees who are elected every year at the Annual General Meeting. The trustees are responsible for decision making, fundraising and adhering to Ofsted policies. In addition we have a fundraising committee who organise events to raise much needed funds.

We are a member of the Pre-School Learning Alliance and all staff responsible for childcare attend regular training sessions to keep them fully up to date with childcare and education issues. They also attend first aid training every three years.



“Thank you, HC Playgroup. Both my toddler and my pre-schooler love coming to their sessions.”





**“I like playing with my friends, going outside and playing with the toys. I like playing with the books when I’ve finished my lunch. I learnt numbers.”
Chloe aged 3**



We passionately believe that we are a welcoming playgroup and a vital part of our village. We work hard in fostering great community spirit. Our children regularly visit the Tuesday afternoon pop in at the W.I. Hall to share their baking or entertain with the latest songs they have learnt. Every year the children work together to create a Remembrance Day poppy and place it at the village war memorial. They donate items for St Peter’s Church’s ‘Love in a shoebox’ appeal and pack the shoeboxes themselves. We are great supporters of Village in Bloom and enter the Yorkshire in Bloom young people’s awards, achieving a silver gilt in our category in 2017.

Our Playgroup staff have developed good relationships with the staff at Hutton Cranswick C.P. School and work together to ensure smooth transitions. The children attend each other’s Christmas plays and we take the opportunity to visit the school setting when possible; an example being pre-school children visiting the newly hatched chicks in the Reception Class.

Our aim is to provide a warm and caring environment in which your child is offered stimulating experiences through play and is encouraged to develop their imagination, creativity and independence. It is also our hope that friendships will develop and that your child will feel trusting and secure within the Playgroup setting.



The Staff

Here at Hutton Cranswick Playgroup we have a team of qualified, dedicated experienced supervisors who are responsible for the day to day running of the Playgroup. They do a wonderful job of planning a suitable and varied curriculum as well as caring for all children who attend each session.

Elaine Baker

Manager



Elaine Watson

Supervisor



Erika Tennison

Playworker





Celebrating World Book Day



“ I am very happy with Cranswick Playgroup – you guys are amazing – there are always loads of stimulating activities for the children and the staff are so kind and caring.”

What We Offer

The Playgroup operates during term time only and follows the same termly dates as Hutton Cranswick Community Primary School.

We currently offer two sessions to the younger children (playgroup) and five sessions to the older children (pre-school). Each session is 3 hours.

When your child turns 2½ years old they can start in playgroup. They will then move up to the pre-school as a year group in the September after they turn 3.

It may be possible for your child to attend both pre-school and playgroup sessions, subject to availability. Please discuss this with the playgroup manager.

Playgroup sessions:

Tuesday morning	9.00am - 12.00pm
Wednesday morning	9.00am - 12.00pm

Pre-school sessions:

Monday all day	9.00am - 3.00pm
Tuesday afternoon	12.30pm - 3.30pm
Thursday all day	9.00am - 3.00pm

Our sessions are planned so that the children can choose from a range of fun and stimulating activities to encourage their independence and build confidence in their abilities. The children are also helped and encouraged to take part in adult-led small and larger group activities which introduce them to new experiences and help them gain new skills, as well as helping them to learn to work with others. We give time and attention to each child and talk with them about their interests and activities. We encourage the children in our care to explore their interests and be adventurous safely.

The children enjoy a wide range of role play and small world resources. They often get the chance to cook and bake. Painting is an ever popular activity and the book corner is well loved, be it reading alone or sharing a story with a friend, adult, in a small or large group. Our remote controlled talking turtles created great excitement amongst all the children upon their arrival!



“I really enjoy playgroup. I like playing on the caterpillar and love it when Erika makes us dens to play in.”
Cohen, aged 4



Outdoor Space

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 outdoor child chosen and adult-led activities.

Our garden has all-weather artificial grass so it is accessible all year round and with its mud kitchen, water area, caterpillar and sand pit, it is a firm favourite with our children. They all enjoy tending to the raised beds in the garden throughout the year, delightedly watching the seeds they have planted growing.

We also have a range of scooters, tricycles and ride-on toys for the children to use.



Snacks

Part way through each session the children have a drink and a snack. Fruit is provided by Playgroup and milk is provided free of charge. However, in order to keep running costs at a minimum we do ask parents to occasionally provide a packet of biscuits; this is usually at the beginning of a term but we will let you know when needed.

Lunches

In the pre-school full day sessions children have the opportunity to stay for their lunch. This is a packed lunch provided by yourselves and we encourage this to be healthy and nutritious. The main benefit of this is that the children are prepared for when they start school and are used to eating in a group setting under adult supervision.



Dropping off and collecting your child

When dropping off and collecting your child we ask that you wait in the hallway area until a playworker opens the main door.

We would ask that you give written notification if you would like your child to be collected by anyone other than yourself. This is a legal requirement and ensures your child's absolute safety. Forms are available from Playgroup.

Discipline

We aim to have a positive approach to behaviour, whereby acceptable patterns of good behaviour are made clear and rewarded. However, if a child is disruptive or endangers themselves or other children by their behaviour they will be verbally corrected.





Illness and Safety

In your child's own best interests and for the well being of other children and staff, we ask you not to bring your child into Playgroup if they are obviously unwell or have any infection. We ask you to inform Playgroup as to the nature of the infection so that we can alert other parents and make careful observations of any child who seems unwell.

If a child is taken ill whilst at Playgroup, parents / carers will be contacted to request that arrangements are made for the child to be collected early. For the benefit of all at Playgroup we have a comprehensive illness in playgroup policy which is included in your Registration Pack. We ask that you read it carefully and abide by the regulations.

We aim to provide a safe and secure environment for your child to develop and learn in. All staff responsible for childcare are trained in first aid and a correctly stocked first aid box is available at all times on the premises. Parents will be informed at the end of each session of any minor bumps or falls. Accidents logged in the accident book will require a parent/carer signature with a follow up call from a playworker.

Policies and Procedures

At Hutton Cranswick Playgroup, we review our policies and procedures regularly. These ensure that the service provided by us is of a high standard and that we follow guidelines set by Ofsted, Early Years Foundation Stage framework, the Local Authority and Pre-School Learning Alliance.

The policies ensure both the safety of your child and the effective management of Playgroup. These policies cover administration, equal opportunities, parental partnership, record keeping, safeguarding children and health and safety. To read any of our policies, please ask one of the Playworkers.

“My daughter is very happy at playgroup and we are very pleased with her development and also delighted that she gets the opportunity to enjoy so many different experiences.”



Registering

If you are interested in your child attending either playgroup or pre-school sessions, please call the Playgroup mobile 07749 897 441 and leave a message with your details. We will then contact you to discuss your needs and arrange for you to visit.

If you decide that you would like your child to attend either playgroup or pre-school sessions, you will be given a Registration Pack with forms to complete. We will ask for some essential information in order to meet social services requirements. More importantly though, the information you give will help tremendously in case of emergencies. We ask that the forms be given back to a supervisor prior to your child's first Playgroup session. All personal data given will be kept in confidence and used in accordance with the General Data Protection Regulation. A one off fee of £5 will be added to your first bill to cover the administration cost.

Fees

Our fees are calculated per three hour session, so a morning or afternoon counts as one session and a full day counts as two sessions. For our current session fees, please contact us.

For children who are eligible for early years government funding, we are able to offer up to 15 funded hours per week. Children become eligible in the term following their third birthday. We also accept payment from a range of childcare voucher schemes. Please ask if you need more information.

You will receive a bill from us at the beginning of each half term for fees due. We ask that these fees be paid by the end of that term in order for us to cover our basic expenses. We do have a late payment policy in place and this will be included in your registration pack. Full payment will still be required if your child cannot attend Playgroup (for example due to a holiday in term time or illness), as we must honour our commitments to paying rent, wages and insurance.

We are open for 39 weeks of the year, in line with the academic school year. If you use early years funding, please be aware that this only pays for 38 weeks of the year, so you will receive a bill for the last week of the academic year in July.

Should you experience problems in paying the fees on time, please contact our Finance Officer at the earliest opportunity, who will offer guidance. All discussions will be in strict confidence.



“One of our primary reasons for choosing the village was so that our son could attend Hutton Cranswick playgroup/ pre-school. The care and learning the children receive is outstanding.”

Your Questions Answered



The questions below are those most frequently asked by new parents. We hope the answers will be helpful to you but please don't hesitate to contact us should you have any other queries.

What should my child wear?

It is important that your child is comfortable. In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send your child dressed in clothes that are easily washed and not too precious! Sweatshirts and t-shirts with the Playgroup logo of 'Puddle Bear' are available to buy from us. To keep costs low for you, we sell these at cost price. Please remember to write your child's name on their clothing, especially if they have a Playgroup top.

How can I help my child settle in?

We understand that each child is unique and know children tend to learn better when they are happy; a child who is tense or unhappy will not be able to play or learn properly. It is important for parents and supervisors to work together to help the child feel confident and secure within the group. We do take care to gather lots of information when your child joins us, for example asking about close friends and family members, favourite toys and activities, which gives us the opportunity to talk about familiar things and hopefully make your child feel comfortable. Settling in can take longer for some children than for others and you should not feel worried if your child takes a while. Our playworkers are always available to talk to if you have any concerns.

Can my child bring their own toys in?

It would help us if children were discouraged from bringing their own toys to Playgroup, unless your child needs a special teddy or comforter to help in the settling in process. When a child brings their own toy to Playgroup it may upset another child if they are not allowed to play with it or your child may not want anyone else to touch it.

What if I need to make changes to my child's attendance?

If, at any time, you wish your child to change their days or cancel any, please let us know a half term in advance. Failure to do so may incur charges for sessions your child no longer attends. If you take your child out of Playgroup with no notice you may (subject to circumstances) be expected to pay the full half term fees, which should have been given as notice. However, please be aware that we are always happy to talk regarding such matters.

“The best playgroup in the area. Couldn't fault it. Excellent staff and has the perfect approach to learning through play.”



Who do I talk to about a problem?

The playworkers are always available and ready to listen to any problem you may have concerning your child. We especially appreciate any information that might affect your child's well-being or behaviour in Playgroup.

How is my child's progress observed and recorded?

We use the Early Years Foundation Stage framework as a base for planning and observation within the setting. We implement an excellent record keeping system in which observations of your child are made by one of the supervisors or Key Workers; these are made on a daily basis and in the form of snap shots and structured recordings. This record enables them to note achievements made and plan activities accordingly. We have parents evenings and your child's learning journey is available for you to view. We have adopted a key worker system and you will be notified who is your child's key worker when they start Playgroup. However all playworkers do work very much as a team, therefore if you wish to discuss any issues regarding your child, you can do so with any of them.

What happens when it is time to move on to school?

We have a good links with Hutton Cranswick Community Primary School. We make the most of opportunities to visit each other's settings, for example watching each other's Nativity plays. In the summer term, the school staff visit the children in the pre-school setting and the children have introductory visits to the school, one of which is accompanied by the Playgroup playworkers. We have transition meetings with the school staff to discuss assessment data and key information. All of this helps to ensure starting school is a natural progression from pre-school.

What is the procedure if I have a complaint?

If you have any concerns or issues that you would like to be addressed, please speak to any of the playworkers in the first instance and they will do all they can to find a solution. If you wish to complain about any aspect of Hutton Cranswick Playgroup, please do so in writing via the Chairperson, Secretary or Treasurer. We would hope to resolve the matter immediately.

However, if you are not satisfied with the outcome of your concern or wish to go directly to Ofsted, please write to: Early Years, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

Email: enquires@ofsted.gov.uk

Or call: 0300 123 1231

Getting Involved



Fundraising

All parents are encouraged to join the fundraising committee and throughout the year you will be invited to take part in fundraising events in order to subsidise the running costs of the Playgroup. These events are designed to be fun as well as rewarding and are also a great way to get to know other parents.

As a non-profit charitable organisation all of our fees are used to cover essential running costs such as rent, wages, insurance and basic materials. We fundraise for the extras, such as special items of equipment, parties or trips. We are always grateful to the parents and local businesses that valiantly support us.

Fundraiser meetings are usually held once a term. Dates and times will be displayed on the Playgroup noticeboard. If you feel you can give us a small amount of your time it would be greatly appreciated. If joining a committee isn't for you, there are lots of other ways for you to get involved such as helping out at an event, lending us your skills or donating items.

As an ongoing fundraiser, we ask parents to fill an empty tube of smarties with pennies. When it is full your child can bring it to the session and while their friends sing a thank you song they can add their pennies to our savings jar; the pennies are used to purchase new toys. As a small thank you your child will receive a packet of sweets to take home.



“My daughter loves Playgroup so much and being a trustee is a great way for me to give something back and say thank you.”

Become a Playgroup Trustee

Hutton Cranswick Playgroup is a registered charity run by trustees who are elected every year at the Annual General Meeting in September. The trustees are responsible for decision making, fundraising and adhering to Ofsted policies. Our written constitution requires a minimum of five trustees.

The trustees are usually current parents of children attending playgroup and pre-school. Playgroup cannot run without these volunteers. If you would like to find out more about becoming a Playgroup Trustee please ask any of the current trustees for more information. The list of current trustees is displayed on the Playgroup noticeboard.

Our Gallery



The children love learning about the world around them, festivals and events through their art and craft creations. These are often displayed in the setting to decorate the room before the children bring them home. The children take such pride in their creations; here are a few examples:





“I love playgroup. I like playing in the mud kitchen, book corner and like playing with the water. Playgroup makes me feel happy and I love having dinner there on Thursdays. I like learning my letters with Lainey and I like doing paintings and drawings. My favourite letter is Maisy mountain.” Evie, aged 4.



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