

Playhouse Playgroup

The Romany Scouts Hut,
22a Lyford Road, Wandsworth, London,
SW18 3LG
07790 165720

Parental/Carers Contract

Playgroup Information

Playhouse Playgroup aims to be a fun and relaxed place where children are encouraged to learn through play and make friends by providing them with stimulating activities, materials and situations. We offer an environment where parents and carers are welcome to stay and take an active part in the Playgroup sessions and where they can develop a sense of community and social support. Playhouse Playgroup is managed by a voluntary committee of parents of current and past attendees of Playgroup. We employ the play leaders and other teachers, pay the wages, collect the fees and manage the day to day running of the Playgroup. This is your Playgroup and we welcome and encourage any comments and suggestions to improve the way Playgroup operates.

The Playgroup is regularly inspected by OFSTED (reports available), and is a member of the educational charity, the Wandsworth Primary Play Association. A set of our Policies and Procedures, which provide the framework for our daily operation, is available on request at Playgroup for parents to inspect.

Age

We offer places at Playgroup once the child has reached 18 months, however we only allow a child to be left unaccompanied once they are 2 years of age. In order to meet the ratios of adults to children required by OFSTED a maximum of 8 children may be unaccompanied during the session. This is done on a first come first served basis. Younger siblings may also attend the session, although these are strictly the responsibility of the parent/carer. The number of sessions a week that you are offered is dependent on availability. A maximum of 26 children are allowed at any one time.

Please do not forget that younger siblings need to be on the waiting list if they want a place when they turn 18 months.

Opening Times and Dates

Playhouse Playgroup is open Monday to Friday from 9.30am until 12 noon. You will be notified of term dates when you join. If, due to unforeseen circumstances, these are subject to change you will be notified in writing.

Parents are asked not to leave children before 9.30am and to collect their children promptly, as under the terms of our registration we have no liability outside the session times.

All children (including younger siblings) must be signed in, and out again with the time of leaving. Please use a red pen if they are to be left unaccompanied, blue if the parent/carer

is staying. Any child left unaccompanied is to wear a name badge.

The register will be taken within the first half hour of the beginning of the session. This is a precaution in case we have to evacuate the building. If you arrive later than this time please make sure that the playleaders have marked your presence on the register.

Clothing

Some of the Playgroup activities are messy, so we suggest that your child wears washable, practical clothes. Aprons are provided, but they are not fully protective, and some children do not like to wear them. The children enjoy making use of the outside space, so please make sure that you leave your child's coat in colder weather.

Settling Children In

Some children settle quickly and others take longer until they are happy to stay without their parents or carers. You are welcome to stay as often as you like until you feel comfortable leaving your child. Our experienced staff will always help and advise you. Even when your child is settled, you are always welcome to stay.

Rota

In order to help with the smooth running of the Playgroup, we rely on two parents or carers to carry out rota duties. **Your child's place in Playgroup is conditional upon your participation on the rota.**

We will ask you to help out one morning every half term for the number of mornings your child attends Playgroup. Your 'rota duty' involves arriving as close to 9 am as possible, helping set up, making teas and coffees, helping look after the children and clearing up at the end of the session. It can be fun, it is a great way to get to know people at Playgroup and it is really important. We can not operate effectively without your involvement.

If you can not do your day, as allocated at the beginning of term, you can swap with another mother or pay £10 for Playgroup to arrange a replacement. If you bring a younger sibling to Playgroup (or are heavily pregnant), please contact Lousia Warfield as you may not have to do the rota.

A list of rota duties is posted on the notice board, and the play leaders will guide you, if you are unsure about what you need to do.

Allergies and Illnesses

If your child has an infectious disease e.g. measles, mumps, chicken pox, impetigo, conjunctivitis etc please let Playgroup know.

If your child has any allergies, please make sure you note this on the record form.

If your child is unwell because of a sickness or diarrhoea bug, please do not let him/her attend Playgroup until symptoms have stopped for 24 hours.

Please let us know about any existing injuries (including cuts and bruises) that your child may have when attending Playgroup.

Food and Drink

All children are offered a drink, fruit and a biscuit at circle time. Cooking is also offered twice a week and the children take home the products of their efforts. Do tell staff if they are not allowed to eat certain food and/or have any allergies.

Toys and Sweets

Please do not allow your child to bring in their own sweets to Playgroup as this causes arguments. If your child wishes to bring in their own toy, we strongly recommend that you encourage them to leave it in the care of a Playleader. Precious toys can be mislaid or get broken.

Birthdays

If you would like to celebrate your child's birthday at Playgroup, you are welcome to bring in cakes for all the children to enjoy at circle time. **Please do not bring in cakes which contain nuts.**

Multi-cultural Activities

The staff would very much welcome ideas and practical assistance with multi-cultural activities. If you can help by, for example, showing the children how festivals are celebrated or how food is prepared in different cultures, please do tell the staff.

Record Form

It is essential that you fill in a record form for your child. These forms hold important information, including your doctor's name, and contact details in case of an emergency if you are unavailable. Details of allergies and immunisations are recorded on the card.

Parental Feedback

Playhouse Playgroup is run for parents by parents and we welcome and encourage your suggestions and feedback. Parents are welcome to stay with their children and enjoy their children's play, and to chat and get to know other parents, the staff and committee members.

The play leaders are available to discuss any issues at the end of the daily session. Additionally we provide opportunities to talk to parents during the regular parties, special events and fundraising events.

Fundraising Activities and Other Events

Every term additional activities are organised which last year included a pirate week, fundraising and charity sales, a professional photography session and end of term parties. These are always great fun and we rely on parental involvement to make these events a success. Our recent fundraising has enabled us to build a new playground and helps us to keep our fees low. We will let you know at Playgroup when these are coming up.

Fees

You will be advised of the current fees for the term. You are asked to pay for the term's fees in advance. If you subsequently decide not to take up your place, fees will only be refunded from the time that we can fill the place reserved for your child.

Contracts

All parents are asked to sign a contract at the beginning of the term in which their child begins Playgroup. The contract is between Playhouse Playgroup and parents/carers and is designed to enhance the smooth running of the Playgroup by making sure that commitments from both sides are adhered to.

Staff

We have two members of staff and additionally, from time to time, students join in our sessions as integral parts of their training.

Please remember that this is your Playgroup. We hope that you and your child enjoy your time with us.

Should you have any questions not answered by any of the above, please do not hesitate to ask the play leaders, or a member of the committee.

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