

The Salvation Army



Free Entitlement and Fees

Surrey County Council provides funding known as Free Entitlement for all 3 and 4 year olds. This funding starts from the term after your child turns 3. This entitlement allows each child to receive 15 hours of early years education at an Ofsted registered early education provider.

Each child must verify their eligibility and so Rainbow Playgroup requires a copy of each child's birth certificate or passport.

The Free Entitlement form must be signed by the parents.

Fees

Each session at Rainbow Playgroup costs £13.50 and each child is required to do a minimum of 2 sessions per week. We require payment for each half term within one week of the start of each half term.

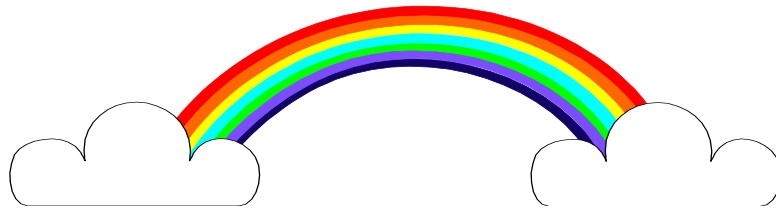
Parents are required to pay for all the sessions that your child is scheduled to attend, this includes any sessions that your child is absent for e.g. sickness or family holidays.

If payment is not received by the due date, Rainbow Playgroup has the right to advise you that your child's place may not be available after the following half term break.

Fees should be brought in a clearly marked envelope and handed in to staff. Payment can be made by cash or cheque. Cheques are payable to 'The Salvation Army'

If you no longer require a place for your child at Rainbow Playgroup, we ask for written notice. We are unable to refund any fees.

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Rainbow Playgroup

Woodthorpe Road, Ashford, TW15 3JY

Tel: 07955 251226/01784 423424

Session Times: Monday - Friday 9.15am - 12:15pm
Term Time only

The Rainbow Playgroup provides a stable and safe environment for pre-school children to play, and acquire the basic skills of the early years. *The playgroup provides a warm and friendly environment in which each child is valued and respected as a unique individual* (Ofsted 2011). All children have the opportunity to share and co-operate with others as well as to enjoy play activities not always available at home.

Our Aims:

- To provide a caring Christian environment for all children attending.
- To allow children to develop social skills in order to bring about self-confidence, independence and self-discipline.
- To help generate an enthusiasm for learning, and through the resources available, develop children's educational skills.
- To encourage socially acceptable behaviour by praise and example. Unacceptable behaviour will be dealt with in a positive manner.
- To ensure that each child is encouraged to develop their own personality and reach their full potential whilst respecting others.

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Arrival and Collection

You are welcome to come in and wait in the foyer, should you arrive earlier than the session open times. The playgroup staff will open the cloak room door at 9:15am. Children are encouraged to recognise their own coat peg and hang their own bags and coats prior to entering the playroom. Staff will be ready to greet them and we ask for punctuality. Parents/carers are asked to assist the children in this routine.

Children leave the playgroup via the garden exit at 12:15pm. Children will not leave without staff having seen the parent. All children should be collected at 12:15pm.

Staff must be informed at the start of the session if your child is to be collected by someone other than those indicated on your admission form, and a password will be required.

Snacks and Drinks

For those children attending the morning sessions, we provide a mid morning snack consisting of fruit, vegetables, crackers, milk, water and squash. Water is available throughout the morning. We ask parents/carers to contribute £20 to the cost of the snacks each term.

Clothing

From September 2012 the Rainbow Playgroup uniform is **compulsory** and no longer optional. This helps the children to be easily identifiable during outings and events in the main hall.

The T-shirts are £5 and the sweatshirts are £10.

Aprons and wet weather suits are provided for our messy and outdoor (rainy days) activities. We do ask that you ensure your child has suitable footwear for outside play. Please **no** flip flops.

In warmer weather all children need sunhats and sun cream must be applied before attending, we are not permitted to do this.

We request that **all** children bring a bag with a change of clothes, nappies/pull ups and wipes (if required) just in case of "accidents" or spilt juice at snack time.

A coat/jacket is also important, as we may decide to go for a walk.

Please ensure that **all** clothing is clearly named.

Staff



The Rainbow Playgroup has 4 permanent time staff. Our qualifications include Early Years teacher and NVQ level 3 in Child Care Learning & Development. 3 members of staff have completed Pediatric First Aid courses. All of the staff have children of their own and therefore have a wealth of first hand experience.

Playgroup Manager, Cath Parker, Early Years Teacher

Deputy / SenCo, Sue Fountain - Qualified
NVQ level 2 and 3 in Childcare Learning & Development
Qualified First Aider

Playgroup Assistant, Noreen Potter - Qualified
NVQ level 3 in Childcare Learning & Development
Qualified First Aider

Playgroup Assistant, Lindsey Ayley - Unqualified
Currently in training for NVQ level 3 in Childcare learning and Development

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Equal Opportunities

The Rainbow Playgroup operates an equal opportunities policy. This means that no child will be refused access to the group on the grounds of race, gender, religion or disability. All children are given equal access to all equipment and facilities and will be treated equally with regard to discipline.

A copy of our Policies and Procedures is available for you to read on the table outside the playroom, in the cloakroom. If you require a copy please speak to a member of staff.

Complaints

If you do happen to have any problems concerning your child that you want to discuss with us, please feel free to do so. It is best to make an appointment before or after a session. Please let us know your worries before they become a problem to you or your child and we will do our best to help.

Behaviour

We want all our children to have a really happy time with us and we do not envisage problems of discipline but if there is a problem with unacceptable behaviour, staff will talk and reason with the child or children and if necessary remove them from the cause of the dispute and offer them an alternative activity. We offer plenty of adult reassurance if a child becomes distressed and if necessary discuss a behaviour management strategy with parents/carers e.g. Stickers, Star Chart etc

We do our best to make sure that an incident, once dealt with is finished and not mentioned again.