



Ladybirds Playgroup

Prospectus

2006

Ladybirds Playgroup
at
Corscombe

Ladybirds has been in Corscombe since January 1995. We originated from the Corscombe and District playgroup which was started in 1970's.

We are situated in Corscombe village hall and are presently open on Monday and Friday mornings 9.15 - 12.15. We are looking into providing extra sessions. (If you are interested in extra days please see Sarah Woods - Supervisor). We are provided with excellent facilities within the hall. We are lucky enough to have an enclosed tarmac playground. Have a warm and welcoming hall with kitchen and excellent toilet facilities. We have also use of a playing field and a car park.

We except children from the age of 2 years 5 months to 5 years old and have qualified members of staff. As we undergo annual OFSTED inspections, you are able to claim for the Nursery Education Grants which will go towards the playschool fees. (Your child is entitled to these the term after they are 3 years old until they attend school.) You can be assured that your child has the best possible care by us undergoing these inspections.

Ladybirds is a registered charity who is organised by a devoted committee of parents of the playgroup, toddler group and caring members of the local community. This committee are always looking at ways in raising money to help with the running of the playschool. If you have any ideas or would like to join the committee more information later in this book.

Ladybirds Staff and Committee

The secret of a happy, smooth running playgroup is the staff and committee working together well as a team.

The committee and staff work hard together to raise funds for the running of the playgroup and the toddler group. They will always welcome new ideas and offers of help and new committee members. Staff members attend all committee meetings as well.

We hold many fund raising events throughout the year and are well supported. In the past these have included an auction of promises with a wonderful dinner, Barn dances, music evenings with the folk band Ooser, jumble sales and many more events.

We are always pleased to hear of any ideas or willing helpers.

We currently employ 4 members of staff.

Sarah Woods (Supervisor) Kate Bartlett (Bank Staff)

Philippa Legg (Assistant), Christina Diment (Bank Staff).

Kate also runs a successful Parent and Toddler session on Tuesday mornings.

We also have a rota of parents and committee members one of whom comes in for each session.

This is optional.

The playgroup committee members are:~

Sarah Girling (Chairperson)

Karen Caile (Treasurer)

Joanne Cox (Secretary)

Beverly Coleberd

Marie Haverly

Anne Carstairs

Nikki Pruden

Admissions Policy

We aim to make our playgroup accessible to children and families from all sections of the community.

To ensure this we will:-

- Advertise the playgroup locally in shops, local papers etc and on our website at www.ladybirds.org.uk.
- Keep a place vacant if financially viable to accommodate emergency admissions.
- We welcome all members to our group including fathers and mothers, other relations/carers. People from all ethnic, religious and social groups with or without disabilities.
- Make our equal opportunities policy well known
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- We organise our waiting list in order of date of birth.
- We regularly consult with parents/carers to ensure that the opening times are meeting the local need and the group stays current with the changing needs of the community.

Settling in at Ladybirds

We want children to feel safe and happy in the absence of their parents/carers. We also want parents to feel welcome and involved from the beginning of their child's time with us.

In order to accomplish this, we aim to create a partnership with parents by:-

- Making it clear to families from the outset that they will be welcomed and supported in the playgroup for as long as it takes for them to settle their child.
- Encourage parents to visit the playgroup with their child during the weeks before an admission is planned.
- Encourage parents to separate from their children for brief periods and then gradually build up to longer absences.

Children cannot play or learn successfully if they are anxious or unhappy.

We aim to help parents and children feel comfortable in the playgroup, to ensure that children can benefit from what the playgroup has to offer and reassure them that parents will return at the end of the session.

Structure of the day

- 9.15 - Playgroup starts - Free play so parent/carer can settle child in.
- 9.30 - Registration and show and tell. We will also discuss the letter, colour, number and shape of the week
- 9.50 - Group time
- 10.05 - Free play - There will also be a structured activity led by an adult. i.e. craft, cookery etc.
- 10.35 - Snack time - We all sit in a group and have milk and a snack which varies each session.
- 10.50 - Outside play. Depending on the weather conditions. Please bring appropriate clothing i.e., sun hat, sun cream, coat, boots.
- 11.35 - Tidy up time followed by circle time
- 12.05 - Story and rhyme time
- 12.15 - Home time

We structure the day in this way to ensure that the children make use of all the facilities that we offer and to ensure that we meet all the early learning goals.

We have made sure that there is lots of time for freeplay so that the children can interact with other children, adults or be by themselves. During freeplay adults are leading an organised activity where the children can choose to take part. They will not be made to take part but will be given the opportunity to do so.

It should be pointed out that this timetable is flexible and an activity will not just stop because time will not allow.

Arrival and Departures

At Ladybirds we have certain procedures which we follow to ensure the utmost safety of your child.

Arrival

The playgroup session starts at 9.15am. We do need you to sign the time of arrival next to your child's name. Staff will welcome you and your child on arrival. Children will have their own named peg.

Encourage your child to find their own name and be independent ie hang up their own coat and bag. A box is placed in the entrance hall for show and tell items. This is so the children can bring items in to show us and tell us about it, or to share their experiences.

Departures

We ask parents to either wait outside or in the entrance hall while we finish the session. A member of staff and the 'helper of the day' will then invite you into the playgroup so you can collect your child. Please also ensure that you sign your child out of the playgroup when you leave.

If someone is to collect your child other than yourself or anyone who has not been written down on the admissions document, could you please let a member of staff know as we are unable to release your child with the person until confirmed by yourself.

Ladybirds Parent & Toddler Group and Kids' Club

For the little ones we offer a toddler group which is ran on a Tuesday morning. Kate Bartlett is the toddler assistant on hand during this session. The session starts at 10am and finishes at 12.30pm and includes organised activities as well as lots of free play and the opportunity for the parents to have a chat.

We offer a snack and a drink for mums and children. The cost of this session is £2.50 and we offer a range of healthy snacks, organic juice and usually a home made item, e.g. cake. The sessions are friendly for mums (or dads!) and children and its a great place for your little ones to socialise. We welcome children from the tiniest of babies up to school age. For more information on the toddler group phone Kate on 01935 891402

Kids' Club

During the summer holidays a qualified member of staff will hold a session for children of pre-school age to 9 years old. We will hold the session once a week. We cover a wide range of activities, i.e. cookery, craft, sport etc, as well as getting outside organisations in to hold a session i.e. pond dipping with the DWLT. The sessions will be mornings and the children bring their own lunch but we offer mid-morning snack and juice.

Dates and times will be advertised in the local shops, schools, toddler sessions and playgroup sessions. There is lots of fun to be had and the children have a great time. To find out more or to book your child in please phone Sarah Woods 01935 891955 / 07751577567

