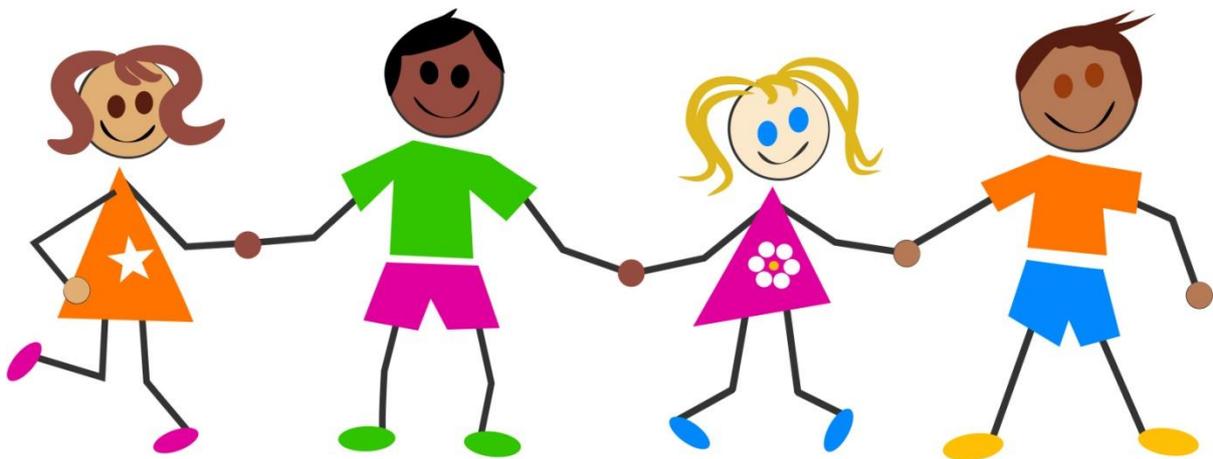




Prospectus
September 2015



Bawn Bunnies Playgroup

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Welcome to Bawn Bunnies Playgroup

We thank you for enrolling your child with us. We are a committee run playgroup which meets during school term time. We are registered with HSC Trust and inspected by their Early Years team annually. We aim to provide high quality care and education provision that enhances the development and well-being of pre-school age children in a safe and stimulating environment. We aim to encourage learning through play and work in partnership with the families who use the setting and with the wider community. Learning can and should be fun, here at Bawn Bunnies we aim to mix plenty of creative, imaginative and physical play with more specific skills involved in preparing your child for further education. Above all we hope your child will be happy here and enjoy his or her time with us. If at any time, you have any concerns please do not hesitate to come and discuss them with me.

Dawn Latham

Playgroup Leader

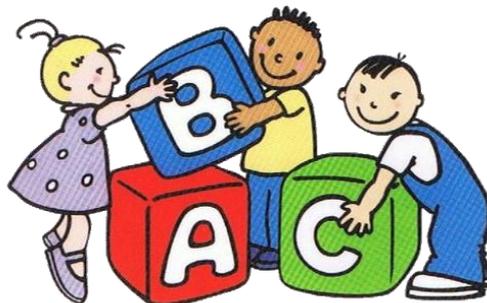
Aims and objectives

Our Aim is:

- To enhance the development and education of children under statutory school age in a parent-involved, community based playgroup.
- To provide a safe, secure and stimulating environment.
- To work within a framework that ensures equality of opportunity for all children.

We offer your child:

- A specially tailored curriculum following the 'Early Years Foundation Stage'
- Individual care and attention made possible by the correct ratio of adults to children.
- Fun and friendship with children and other adults.
- The support of a personal key worker.
- Opportunities for you and your family to be directly involved in the activities of the playgroup and in your own child's progress.



Our Ethos

Our aim is to provide pre-school activities to prepare the children in our care for school. We aim to give the children a happy, friendly and caring environment in which they can develop their own needs and provide a safe and secure place in which they can feel comfortable. We aim to help each child to develop positive social skills and self-confidence.

We promote every child's right to be strong, resilient and listened to, by creating an environment within the setting that encourages the individual to develop a positive self-image. We encourage independence and positive relationships with families, peers & staff.

Staff at the playgroup work closely with parents to build understanding and commitment to the principles of safeguarding children.

Inclusive admissions policy

We believe strongly in equal opportunities and aim to offer places to all children irrespective of their backgrounds, race, gender and abilities. We are committed to meeting their individual needs in all activities.



Opening hours

We offer a morning session for children from 2 years 10 months to pre-school age. Our session starts at 8.50am and ends at 12.30pm. At present we have two members of staff Miss Dawn Latham (Playgroup Leader) and Miss Laura Miller (Playgroup Deputy Leader) Below is our daily routine which shows how we operate throughout the session.

8.30 - Staff arrive and set up the room

8.50 - Children begin to arrive and join Free Play

10.20 - 1 Staff Member preps snack

10.30 - Staff let children know Snack is open.

(Buffet Break style is used)

11.15 - 5 Minute countdown to tidy up

11.20 - Whole room is tidied, everyone joins in

11.30 - 12.10 - Outdoor/Physical Play

12.10 - 12.15 - Tidy up in outdoor or physical equipment

12.15-12.30 - Story time/Song/rhyme time on the mat

12.30 - Home time - Parents come into the room and collect the children.





Activities offered

We offer a wide range of activities that are planned to suit children's age, stage and individual needs and meet our aims and objectives.

We provide both adult-led and child-led experiences that are planned termly, fortnightly and daily in advance.

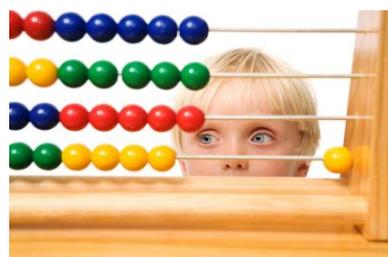
Activities are risk assessed and children are encouraged to contribute to any review or evaluation of their experiences as they are able and willing.

Accessing all areas of the Curriculum

Planning within Bawn Bunnies is based around the curricular guidance for Pre-School education. These are the six areas of the curriculum:

1. Personal, social and emotional development- This teaches skills in making relationships and building self-confidence, understanding what they like/dislike, exploring and developing curiosity, awareness of behaviour expectations and self care
2. Communication, language and literacy- This develops skills in listening, building a vocabulary, rhyming, mark-making, phonics and exploring books

3. Problem solving, reasoning and numeracy- Here we focus on building knowledge of number, counting, quantity, problem solving, shape, space, measure and counting.
4. Knowledge and understanding of the world- This encourages developing skills in ICT and learning about the world around us, including cultures, beliefs and our own community using tools, construction, time(past and future) and investigation.
5. Physical development- This develops fine and gross motor skills with an awareness of their own bodies needs, learning about movement and space, developing new skills, nutritional needs, hygiene, exercise, using tools and transporting equipment safely
6. Creative development-Creativity is expressed through drawing, painting, craftwork and music. Exploring and experiencing what they see, feel, touch and smell. Construction in two and three dimensions through imaginative play.



General Information

Fees

The cost of each session is £8.50. Parents/Carers will be advised of fees owed at the start of each month. Fees can be paid at the beginning of each week or month by cash or cheque; alternatively, a standing order can be setup into Danske Account 95-06-79, 70048216. Childcare Vouchers are also accepted. Holidays and sickness taken during time the playgroup is open must be paid for.

Uniform

We have a uniform which consists of a yellow polo shirt and blue sweatshirt with our logo. Plain navy jogging bottoms should be worn and all items should be labelled. Trainers are advised to be worn for comfort and safety. During winter months could we ask that each child brings a coat as well as a hat, scarf and gloves if the weather permits. In the summer months please send your child with a sun hat and also sun cream applied **before** your child comes to playgroup as our staff are not allowed to apply sun cream. A change of clothing is requested to be kept in school bags in case of emergencies.

Holidays

Holiday dates will be similar to those of the local primary school. Parents/Carers will be informed of this in the beginning of the first term.

Parental involvement

At Bawn Bunnies we believe that parents/carers are the prime carers and educators of their children and as such should be involved in all aspects of the provision. Bawn Bunnies Playgroup welcomes parents/carers who would like to become involved in:

- Assisting with the management of the provision.
- Working in the provision on a rota basis.
- Fundraising.

The lasting benefit of parental involvement in a child's development and pre-school education is now clearly supported by academic research, as well as providing a lot of pleasure for parents/carers and their children.

Policies and procedures

Bawn Bunnies Playgroup has produced a pack of 61 policies and procedures that describe arrangements for dealing with complaints, concerns, and any emergency that may occur during operational hours. They are designed to ensure effective and safe management of our service and to offer the best possible environment and experience for the children and families who use it. The policies and procedures are developed and maintained in line with minimum standards and regulations. They are reviewed annually and updated as necessary. The policy pack is available for all who visit, work in or use Bawn Bunnies Playgroup to see. They will be kept in the classroom so please ask if you wish to view them.

Below is a breif overview of our Safeguarding Children, Behaviour Management and Complaints Policy. If you wish to view the full policies please ask the playgroup leader for a copy.

Safeguarding Children

Principle

Bawn Bunnies Playgroup is committed to safeguarding the well-being of children; promoting their rights and best interests.

This policy outlines the protection of children by identifying clear instructions in accordance with the legislative framework of The Children (NI) Order 1995, taking into consideration the five main principles of the Order, the first being “the welfare of the child is paramount”.

Policy

Everyone at Bawn Bunnies Playgroup who comes into contact with children and their families have a duty to safeguard and promote the well-being of children. At Bawn Bunnies Playgroup management/staff/volunteers will work with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life.

- Bawn Bunnies Playgroup promotes children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children

to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, culture traditions and home background.

- Bawn Bunnies Playgroup promotes children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence.
- Bawn Bunnies Playgroup promotes children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Bawn Bunnies Playgroup helps children establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Bawn Bunnies Playgroup works with parents/carers to build their understanding of, and commitment to, the principles of safeguarding all our children.

MANAGING CHILDREN'S BEHAVIOUR

Principle

In Bawn Bunnies, it is the policy to keep parents informed about the behaviour of their child, especially positive behaviour which always warrants and deserves acknowledgement.

Bawn Bunnies Playgroup set high expectations of behaviour through encouraging and praising good behaviour. We apply simple rules fairly and consistently. Under no circumstances do we use any form of punishment. We encourage children to

respect themselves, each other and property. We aim to provide a happy, caring environment with challenging activities.

Policy

In the case of a particular incident or persistent unacceptable behaviour we always discuss ways forward with parents and encourage parents/career to play a key role in managing their child's behaviour. Discussions about the child's behaviour will be directed towards the encouragement of positive strategies, e.g. Avoid labelling children especially as naughty or good. Sometimes all that is necessary is to establish and maintain a predictable daily routine so that the child can feel secure and have a sense of control over what is going to happen next. Staff will recognise behaviour in the context of their stage of development.

Complaints Policy

Principle

Bawn Bunnies Playgroup aims to provide the highest quality care and education for all children attending the setting. At Bawn Bunnies Playgroup we aim to provide a warm welcome and caring environment within which all children can learn and develop as they play. The setting intends to work in partnership with parents/carers to

meet their needs and the needs of their children and welcome comments/suggestions on how to improve the playgroup.

Policy

Management of Bawn Bunnies Playgroup endeavour to quickly and informally resolve concerns through discussion with the appropriate member of the setting staff. All comments and complaints will be taken seriously and dealt with fairly and confidentially. If a parent/carer is not satisfied with any aspect of the provision of care and cannot informally resolve the issue, they may then follow the complaints procedure.

**We look forward to welcoming you and your child to
our setting 😊**