



TIMTIN

HANDBOOK

Welcome to TimTin Playgroup & Kids Club

Aims and Objectives

- * To work in partnership with you, the parents, as we value your opinions and suggestions.
- * To provide appropriate play, education, care facilities and family learning
- * To provide a safe, relaxed and happy environment.

Operating details

* We ask parents to complete what may seem a lot of paperwork prior to their child starting at the setting. This is necessary, and will help us to provide the best care for your child.

* Fees must be paid by cash or cheque monthly in advance. (See list of charges in setting) This payment is for your child's place and must be paid whether your child can attend or not. We also offer funded places for 3 and 4 year olds. If your child is eligible for a funded place, but you elect to take the funding at another setting, we have to charge the current funded amount per session to help cover our losses.

* The Playgroup is registered with Ofsted to take a maximum of 24 children per session. The ratio is 1 adult to 4 two year olds, and 1 adult to 8 three to five year olds.

* The Kids club is registered with Ofsted to take 24 children aged 2 to 11.

* We are members of the Pre-school Learning Alliance (P.L.A.) and work towards the aims of the PLA within the resources available.

* We have a policy file available, with all the policies in full if you wish to read it. This booklet summarises the main areas

The Staff

Manager – Sarah Coupland

Playgroup leader – Ros Rooney

Playgroup Assistants –Vicky Johnson, Kate Phillipson, Jacqui Edwards, Yvonne Webber

Kids club leaders – Vicky Johnson and Patricia Murfin

Kids club playworker (afterschool) – Yvonne Webber

Kids club playworkers (holiday) - Charlotte Russell, Yvonne Webber

**PLAYGROUP CAN BE CONTACTED DURING THE SESSION ON 01526 378627
(or 07947 558764)**

The Committee

TimTin is run by a voluntary committee made up of parents, whose input and opinions are invaluable. Please see the notice board for details of the committee.

We hope that your child's time at TimTin will be a happy experience for everyone.

EQUAL OPPORTUNITIES

- Any child, whose parents wish him or her to attend TimTin, will be welcomed and encouraged to join in with the other children in activities appropriate to their age and stage of development.
- Employment in TimTin is open to any adult, regardless of race, creed, gender or age, but subject, of course to a criminal registration bureau check (CRB check)
- We have close links to the Church and Chapel, and therefore we celebrate Christmas and other major Christian festivals, but we do recognise that people of other faiths have different beliefs. We hope to be able to deal with any issues that arise in a sympathetic and sensitive manner.

SPECIAL NEEDS

- TimTin will offer opportunities to children with Special Needs as far as possible within our resources. In some circumstances, extra help at the setting may be available from the local authority. In any case, we would hope to work with the child's family to help that child achieve his or her potential. The SENCO is the Manager.

CHILD PROTECTION POLICY

- The staff are trained to be alert to any signs of neglect or abuse, and can act under the Policy and Procedures for Child Protection in the L.E.A. Child Protection Code of Practice. See Policy Document in Policy File.
- The children are encouraged to make decisions and assertiveness is promoted.
- Children are taught self-awareness.

HEALTH AND SAFETY

- We aim to provide a safe and healthy environment for play and work.
- The building is new and built to a high specification, with a good sized outdoor area.
- The equipment is continually monitored for faults and breakages, and any item found in an unsafe or dangerous state is removed for repair, if possible, or replacement. If any defects are noticed, they must be reported to the supervisor as soon as possible for attention.
- The children are fully supervised during the session, and hopefully accidents will be avoided. Occasionally though, accidents may occur. In the event of this happening, parents will be notified either at the end of the session, or immediately, depending on the nature of the accident. With this in mind, parents are asked to leave an emergency contact number. Records of accidents are kept. All activities are covered by insurance arranged through the P.L.A. The insurance certificate is displayed on the notice board.
- The children are encouraged to get into the hand washing habit – after using the toilet, before food and drink, and in between messy play activities.
- It is also important that you inform the supervisor if anyone different is collecting your child, so we can ensure they are with the right person when they leave our care.
- A copy of the full Health and Safety Policy is available in the Policy File for you to read.

Health Policy

- TimTin must be notified if children have, or have been exposed to, the following contagious diseases: Meningitis, Polio, Rubella (German Measles), Food Poisoning, Measles, Mumps, Scarlet Fever, Small Pox, Tetanus, Tuberculosis, Whooping Cough, Chicken Pox, Impetigo, Diarrhoea or Vomiting. If your child has any of these, it will obviously result in a temporary exclusion from TimTin.
- Parents will be notified if their child becomes unwell at TimTin, depending on the seriousness of the illness. A doctor or an ambulance will also be called in an emergency.

- Parents will be notified if their child has been exposed to an infectious disease as soon as possible.
- We will not, as a rule administer any medicine. The exception to the rule is an asthma inhaler. Should this arise, we will need to be instructed by the parent in the correct use of the inhaler, and we will require them to complete a medical consent form.
- ***The staff and committee would appreciate it if parents would keep their child at home if they have been ill in the night previous to a session. Children catch illnesses so easily and any chance of avoiding this would be appreciated by other parents and of course other children. It would also benefit the child who has been ill, as they do not function well if they haven't had a good night's sleep.***

BEHAVIOUR MANAGEMENT POLICY

- We aim to positively encourage sociable behaviour amongst the children and between the children and adults (and among the adults!), and any anti social behaviour or bullying will be promptly dealt with. Unwanted behaviour may be a symptom, not a basic fault in itself, and every effort will be made to discover and solve any underlying problems, working, of course, with the parents. A disruptively acting child may be taken aside by a responsible adult for a chat, but will not be left out of the activities for longer than necessary.
- Physical restraint will only be used to prevent personal injury to himself or herself, another child or an adult. This will be recorded and the parent informed.
- No child will be smacked at Playgroup.

PARENTS

- Parents are always welcome to stay and join in.
- The needs of each family will be taken into account. We are here to benefit the children, and we hope to establish a two-way exchange of information.
- Any help or constructive criticism will be welcome.
- Parents can have access to any records kept about their child at any time.
- The staff will always make time to see parents, either during the session or at a mutually convenient time.
- Offers of help are always appreciated, of course, but we are here to help you if you have any problems relating to TimTin or your child.

HOMETIME

- As children learn through their experiences, we hope you do not judge the quality of your child's time at TimTin by what they do or do not take home with them. The fun and learning is often doing the activity, not the end product.
- As stated earlier in the Health and Safety statement, it is very important that your child leaves our care with the right person. If you are not picking up your child, please inform us immediately.

COMPLAINTS PROCEDURE

If at any time you have a problem with TimTin that cannot be resolved by either the Manager or the Committee, you are welcome to refer the matter to Ofsted National Business Unit, St. Anne's Square, Manchester, M2 7LA. Telephone 0845 404040. Website www.ofsted.gov.uk
They are responsible for registering and inspecting TimTin under the Children Act 1989.