

Puddleducks Playgroup



A-Z

Puddleducks Playgroup,
Haywards Lane,
Chalford Hill,
Stroud, GL6 8LH

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About Puddleducks Playgroup

Puddleducks Playgroup is a community playgroup and registered charity that was established in 1967. Our aim is to provide children with a safe and enjoyable play and learning experience to fully prepare them for starting school. We welcome children between the ages of 2 years old and school age. To enable us to fully meet the needs of all children, the children are divided into two groups by age. Our 'Ducklings' group cares for children aged 2-3 years. Our 'Ducks' group cares for children who are rising 4 and are in their final pre-school year. Each child is assigned a 'Key Person' who is responsible for the day-to-day care and education of the children in their group. The Playgroup routine involves both child-initiated play, where the Ducks and Ducklings can choose to play together either inside or outside and a structured group activity at the end of each morning, tailored to the needs of the children in the group. We value the importance of play and ensure that all our resources and play opportunities are meaningful, hands-on and most importantly lots of fun. We follow the principles of the Early Years Foundation Stage (EYFS).

Below is an A-Z of useful information about Puddleducks Playgroup that we hope will help you and your child settle in. The staff are always available to answer any questions you may have.

Accommodation and facilities

Our premises comprise a large and bright main hall, a second smaller classroom available to the 'Ducks' children and a large all-weather surfaced playground and garden area.



Our indoor and outdoor play areas include: a creative and messy play area; space for physical play apparatus; sand and water play, an area for construction and small world toys; a book corner; a maths area; a role-play area; a writing area and toys to aid imaginative play and investigation with adults on hand to extend learning opportunities. Inside, we also have a kitchen, which allows the children to experience some food preparation and baking activities.

Beginning at Puddleducks

- An interim Registration must be completed and received to book a place at Puddleducks.
- Due to a high demand for spaces, priority is given sequentially, to children requiring sessions starting in terms 1 (September), 2 (November), or 3 (January).

- Puddleducks will hold a space open for your child for 1 term. We will endeavour to hold space for longer than this if spaces are available, but cannot guarantee this space beyond 1 term.
- You are entitled to suspend your child's space for 1 term if you think they are not ready for playgroup. Please inform us in writing. Puddleducks cannot guarantee that you would regain your child's place.
- Children requiring a later start date will be added to our waiting list and allocated their chosen sessions only if spaces are still available at this time. In the unfortunate circumstance there is no availability, we will try to accommodate the child on another session and the child will be given first priority for their chosen sessions from the beginning of the following academic year.
- At the time of booking, a home visit will be arranged for a member of Puddleducks' staff to visit you and your child at home and to help you to complete the required paperwork.
- We will arrange a convenient time, before your child's start date at Puddleducks, for you and your child to visit to familiarise yourselves with the setting.
- To help your child feel secure in the setting and with the staff, we will gradually build up the length of time they spend without you until they are able to enjoy a full session.
- Your child's Key Person will support your child during this time, and will work with you to facilitate this transition in the best way for your child.
- All children are individuals and will respond differently during the settling-in period. Some children can find the whole morning too long when they first start so we may suggest they start later or finish earlier. Other children settle in very quickly and almost immediately cope with a full session.
- Where a gradual settling-in period is required, fees are payable at an hourly rate for up to 6 weeks.

Communication with Parents/carers

Our staff are always available at the beginning and end of each session for you to discuss any queries or concerns you may have. We recognise that parents/carers are their child's primary educator, and by working together we can provide the best possible start to your child's education. We use the following forms of communication:

- *Notice Boards (entrance porch and outside main entrance) and Porch Door:* Please read our notice boards regularly to keep up to date with forthcoming events and changes to the routine. Sign-up sheets for parents/carers evening and rotas for fundraising events are put on the main door to the hall.
- *Trays:* Please check your child's tray daily for letters, notices, invitations, artwork and invoices.
- *Email:* Our email address is puddleducksplaygroup@eygloucestershire.co.uk This is our main form of correspondence for general information, letters, monthly newsletters and to inform you if we are not going to open when the weather is bad.
- *Website:* www.puddleduckschalfordhill.co.uk.
- *Facebook:* Please 'like' our Facebook page to keep up to date with Committee news and events.

- Alternative formats for information - If you would prefer a paper copy of letters, please ask a member of staff. If you have English as your second language or any learning difficulties, please speak to the Manager who will ensure that we give you information orally or in another form that will help you.

Dropping off and Picking Up

General

- There are designated parking spaces in front of our building and behind the gate. **Please do not park in front of the gate.**
- Haywards Lane is very narrow and children walk along it to get to school. We ask that you follow a voluntary one-way system of turning into Hayward's Lane from the school side and leaving from the other end and that you take great care when parking and maneuvering.
- We kindly request you close the gate behind you and **do not allow your child to swing on the gate.**

Dropping Off

- The main entrance is open between 08.45 and 9.15. Please accompany your child into playgroup, leave your child's coat and bag on their named peg and knock on the internal door. If you arrive after 9.15, the gate will be locked so please ring the doorbell at the front door on Hayward's Lane.
- The member of staff on the door will mark your child in on the register.

Picking up

- Children must be collected by 1.30 or 3.00pm.
- Please wait in the overflow car park until the main entrance is unlocked by the staff.
- If you are running late, or have a problem with collecting your child on time, please arrange for someone else to collect them and telephone to inform us. Failure to do so, may require staff to follow our Uncollected Child Policy.
- Parents/carers must complete an Alternative Adult Collecting Form to give written permission for anyone other than the child's parents/carers to collect their child. Children will only be released to the alternative adult who is collecting, following the use of the password system.

Early Years Foundation Stage & Early Learning Goals

The Early Years Foundation Stage (EYFS) sets the curriculum and standards that all Early Years providers follow. Its underpinning themes are that every child is a **unique child** who with **positive relationships** and an **enabling environment** will **develop and learn at their own rate and in their own way**.

There are seven areas of learning and development that shape our educational programme. All areas of learning and development are important and inter-connected:

Area of Learning and Development	Aspect
Prime Areas	
Personal, Social and Emotional Development	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
Physical Development	Moving and handling
	Health and self-care
Communication and Language	Listening and attention
	Understanding
	Speaking
Specific areas	
Literacy	Reading
	Writing
Mathematics	Numbers
	Shape, space and measure
Understanding the World	People and communities
	The world
	Technology
Expressive Arts and Design	Exploring and using media and materials
	Being imaginative

Each aspect detailed in the table above informs an Early Learning Goal that most children will achieve by the end of their first year at Primary School.

Food & Drink

What We Provide

- Each morning, Puddleducks will provide a healthy snack comprising:
 - Fruit
 - Carbohydrate based snack (i.e. bread sticks, rice cakes, crackers etc.)
 - A choice of milk or water to drink.
- We will observe the known allergies that parents/carers have informed us of and offer an alternative snack as appropriate.
- Please inform us of any changes in your child's health or allergies. We will display details of any of the 14 main allergens listed by the EU that appear in any of the food we offer to children or that appear in cookery ingredients.



What You Need to Provide

- Please provide your child with a named water bottle and a healthy packed lunch in a named container.

- We suggest providing your child with some sandwiches/roll/wrap and a yogurt, a piece of fruit and a small treat.
- Please note, food should be prepared safely to prevent a choking hazard (apples sliced, grapes cut in half length ways, cocktail sausages cut in half lengthways etc.)
- Lunchboxes should be placed on top of the unit containing the children's trays with water bottles in the appropriate box with your child's key person on. Lunchboxes are kept refrigerated until lunchtime. Drink bottles are accessible to the children at all times and are refilled with fresh drinking water as required.

Special Occasions

- We kindly request you do not send in sweet biscuits, cakes or sweets to give out to the children for birthdays without consulting staff first.
- Any such treats must be shop bought, with the original packing, and not homemade. Details of any allergens will be displayed for parents/carers' information.

Golden Rules

Our 'Puddleducks Golden Rules' are simple and used to give the children clear understanding of the behaviour that we aim to promote at Playgroup. Parents/carers are asked to support and respect these rules to give consistency to the children. Our Golden rules are:

- Good listening
- Good sharing
- Playing together
- Being helpful
- Being Kind
- Walking when inside.

Health, Safety & Sun Safety

- We promote healthy living in our topic work and help the children develop good hygiene practices as part of the playgroup routine; hand washing after toileting and before eating.
- We kindly request you help us to keep your children safe by ensuring they are suitably dressed i.e. no long shoes laces or open-toed sandals / crocs.
- If your child has had an accident away from Puddleducks please inform the staff and complete a Pre-existing injury form detailing any bumps, marks or bruises.
- Please apply sun-cream to your child at home prior to arriving at Puddleducks in the summer months. Puddleducks staff will reapply sun-cream to children who are staying for the afternoon session after lunch. If your child is sensitive to sun-cream, please provide a suitable sun protection cream, labelled with your child's name to be stored in their tray.
- Puddleducks has a selection of sun hats and sunglasses to wear on sunny days, or you are welcome to provide your child with a named sunhat.

Illness, First Aid & Medication

- Children who are unwell should not attend Playgroup. Please inform us by telephone or email (by 9.30am) if your child will not be attending and the reason for absence.

- We ask that if you consider your child not well enough to play outside or if they have been up in the night with a temperature you do not send your child into playgroup that day.
- The 'bedtime reading - useful links' section has details of length of time children should remain away from playgroup for common childhood illnesses.
- Any child with sickness and diarrhoea **MUST** stay at home until at least **48 hours** after the **LAST** bout of sickness or diarrhoea.
- Medication will only be given following the completion of a Medication Form. You will be informed of the time that the medication was given, and will be required to sign the Medication Form again at collection time. Please ensure all medication (including Calpol) is given to a staff member **AND NOT** left in your child's bag.
- If your child becomes ill during the session and we feel it necessary for them to go home, we will contact you. If we are unable to contact the parents/carers then we will contact a person who has been named as the emergency contact on your registration form.
- Puddleducks Playgroup reserves the right to administer first aid and any emergency treatment as required. We will inform you of all accidents and ask you to sign an Accident Form.
- In the event of an emergency, where your child needs to be taken to hospital, we will ensure that a member of staff accompanies them. This member of staff will act in 'loco parentis' until the parents/carers arrive.

Joining In (Children & Parents/carers!)

We are a very friendly playgroup and hope you and your child will settle in quickly and enjoy your time with us. Look out for details about our fundraising events in our newsletters and 'like' our Facebook page. If you would like to become a Committee member, please email: chairpuddleducks@yahoo.com

Please keep us informed of your up-to-date contact details, return reply slips promptly and read communications sent out by Puddleducks' staff and Committee. You will receive an overview of each term's learning intentions, with suggestions of ways you can support your child's learning at home. A monthly newsletter with important information and key dates for your diary will be sent out via email. We send 'wow' vouchers home regularly, please use these to share your child's achievements.

We are always looking to teach the children about different occupations and ways of life, so if you have a skill or profession that you would like to share with the children, please speak to a member of staff.

If you have a trade and could help with 'odd jobs' as and when they arise, that would also be much appreciated - please speak to a member of staff.

Key Person

Each child is assigned a Key Person who is responsible for the day-to-day care and education of the children in their group. Please feel free to speak to your child's Key Person whenever you need to. We will also schedule two parent/carer meetings each year.

Learning Book

- Your child's Key Person will produce an online Learning Journey Assessment documenting your child's progress and development during their time at Puddleducks.
- You will be provided with log in details and instructions of how to access the information.
- You are free to access your child's learning journey at any time and are encouraged to add your own photographs and comments in the parents/carers' section.

Minimum Sessions, Changing Sessions and Ad-hoc Extra Bookings

Minimum Sessions

For the benefit of the children who attend, a minimum of 2 sessions is recommended at the time of booking:

- 2 x $\frac{1}{2}$ days
- 1 x school day

Additional Ad-hoc Sessions

- Additional sessions may be booked if the relevant day has availability.
 - Any additional bookings are invoiced in the following term.
 - If you wish to cancel an additional booking a period of 48 hours notice is required.
 - Payment will remain due if the required notice to cancel is not given.
- We reserve the right to refuse additional sessions if there are any outstanding fees.
- Additional sessions are not guaranteed unless the appropriate booking form has been completed. Booking forms are available on request only.

Additional permanent sessions

- If you wish to permanently increase your hours, a Changes to Sessions Form should be completed and passed to the Administrator.
- Puddleducks usually requires a term's notice but will endeavour to meet the increase as soon as possible if a space is available.

Notice Period

- If you wish to stop a session or to leave, Puddleducks requires a month's notice and a Changes to Sessions Form should be completed and passed to the Administrator.
- If you leave before the end of the month, fees for the full month are still due.
- If you are receiving free entitlement funding this will have to be passed to your new setting and you are liable for the fees outstanding.

Nappies and Toilet Training

We are happy to take children still in nappies. We ask parents/carers to provide nappies, baby wipes and nappy sacks. We have steps and trainer seats in all the toilets to enable children to become independent in toileting and hand-washing.

Opening hours and Fees

Opening Hours

Monday	Tuesday	Wednesday	Thursday	Friday
8.45 - 1.30	8.45 - 1.30	8.45 - 1.30	8.45 - 1.30	8.45 - 1.30
8.45 - 3.00	8.45 - 3.00	8.45 - 3.00	8.45 - 3.00	8.45 - 3.00

Daily Routine

08.45-9.15 Children arrive

09.15 Free play in the main hall with free flow to the outside play area, and Pre-school room for the Ducks children. Staff are on hand to engage in play and carry out 'In the moment' interventions to extend children's learning.

10.30 Snack time. The children enjoy sitting together to share a snack of fresh fruit and crackers/breadsticks etc. with their friends.

10.45 Free play continues, including free flow to the outside play area, and Pre-school room for the Ducks children.

12.15 Tidy up time

12.20 The children are divided into the Ducks and Ducklings peer groups. All children are able to take part in a music and movement session, songs and rhymes and enjoy listening to a story.

12.40 Lunchtime - all children together.

13.25 Tidy up time

13.30 End of morning session.

13.45 The children staying for the afternoon session continue to play in the main hall or outdoors.

15.00 End of afternoon session

Funded Childcare

- All children are eligible for 15 hours of funded childcare from the term after their 3rd birthday and there is an extended offer of 30 hours for children, in this age-group, of working parents and children in foster care.
- Funding is available for some 2 years old and we also offer the tax-free childcare option.
- To check the funding your child is entitled to, please visit <https://www.childcarechoices.gov.uk>.
- Please note, if you are taking up the extended 30 hour childcare, we require your code the term before you intend to take up the offer.

Fees:

- From September 2018, our fees are £4 per hour for children over 3 years of age, and £4.91 per hour for children under 3 years of age (we review our fees annually).
- Fees are invoiced termly and you will receive the invoices in your child's tray.
- Puddleducks requests that all invoices are paid within 14 days of receiving them. If they have not been paid after ten days the Administrator will send a reminder. If the fees have not been paid after two reminders an extra 10% will be added to the invoice. If the invoice has not been paid by the end of the half term your child will lose their place unless an arrangement has been made with the Administrator.

- Fees are payable even when your child has been absent due to holiday or illness and if Puddleducks has to close due to reasons beyond their control such as heavy snow or no electricity, water or heating.
- Fees are charged at the full morning (8.45 am - 1.30pm) or school day (8.45- 3.00pm) rate. If you should choose to start a little later or collect earlier the full fees are still payable.
- Should you have any financial difficulties in paying your fees, please speak to the Administrator or Treasurer immediately so that arrangements can be made to avoid you falling into arrears.

Policies

A folder containing our comprehensive policies is on the welcome desk in the main hall. You are welcome to read this at any time. An electronic copy of the policies is emailed out after enrolling and is available on the Puddleducks website.

Questions, Suggestions and Complaints

We strive to provide the best possible care and early education for your children and welcome your feedback about what you and your child like about the provision and suggestions for anything you would like us to change. The staff are available at the beginning and end of each session to answer any questions you may have.

Complaints

- Puddleducks Playgroup aims to provide all parents/carers and children with the best possible service we can deliver. However, if there is an area where you are dissatisfied, please tell us.
- If you have any complaints, concerns or worries we ask that you speak to the Manager or one of the Officers of the Committee, in the first instance.
- In the event of you needing to make a complaint, we have a procedure to follow ensuring your complaint is dealt with professionally, confidentially and efficiently:
 1. Approach or make an appointment with the Manager who will complete a complaint record and deal with the issue as soon as possible. You will be provided with written account of any action taken within 28 days.
 2. If this is not possible or you are still dissatisfied a complaint can be made to the Trustees of the Committee. The Chairperson contact is Emily Coward - email chairpuddleducks@yahoo.com
 3. If you are unhappy with the outcome of this or you have a Child protection or Safeguarding concern, then contact:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Telephone 0300 123 1231

Recycling and Give As You Live

As a charity, we rely on fundraising to develop our building and facilities. We have two ongoing schemes that contribute to our fundraising efforts. Please help us by collecting the



items listed below and by using the give as you live website for online shopping. You will receive a flyer with more details in your welcome pack:

Terracycle Recycling

- We receive a donation for each item received.
- Please place in the appropriate bins outside Puddleducks main entrance:
 - Biscuit wrappers
 - Coffee packaging
 - Tassimo packaging and pods
 - Cleaning lids including trigger sprays
 - Personal care and beauty product lids
 - Ellas Kitchen pouches
 - Pens

Give As You Live

We are able to receive a donation each time you shop online through the following website:
www.giveasyoulive.com

Special Educational Needs and Disability (SEND)

- We want to make your child's experience at Puddleducks the happiest experience it can be and to give them the skills they will need to start school.
- We endeavour to fully support all children with special educational needs and disabilities. In order to do this, we may need to contact health visitors, speech and language therapists, social workers or any other person involved in the care of your child for further advice and to help us to put appropriate plans in place to support your child.
- Our Manager, Sarah Ireland, is our Special Educational Needs Coordinator (SENCO) and supports our children with additional needs.

Toys from Home & Library Books

- Children are welcome to bring in a small toy from home provided it can fit in their tray and is not so small as to pose a choking hazard.
 - Please don't send anything that is too valuable in case anything happens to it or they forget to take it home.
- We have a library section where children can borrow a book to share with you at home.
 - If your child would like to borrow a book, please help yourself from the book rack labelled Library books, and add the details to the library book record. We ask that all library books are returned the following session.

Uniform and What to wear

Please dress your child in clothing that can get messy and that is safe for playing on the outdoor physical equipment:

- Shoes should **not** be clogs, open toed sandals, have long shoelaces or slippery soles.





- A suitable waterproof coat should be brought each day, as the children have access to the outdoor area come rain or shine.
- A spare set of clothes in a named bag, in case of accidents and getting wet when participating in water activities, should be brought in each day.
- All clothes and shoes that might be taken off should be labelled with your child's name.
- Puddleducks logoed uniform is also available, in sizes 2-3, 3-4 and 4-5 years (the sizes are quite small, so best to order a bigger size). Polo shirts cost £5 and Sweatshirts £8. To order a polo top or sweatshirt, please visit the website below and select Puddleducks Playgroup:
www.tesco.com/ues

Variety of Activities

We believe that children learn best through play. Therefore, we provide resources and activities that will allow for a balance between adult directed play and child initiated play. We provide a wide-range of activities for the children to explore on their own enabling them to make discoveries and test out their own ideas, or supporting their learning by engaging in play with the children to ask questions and inspire critical thinking. The Early Years Foundation Stage recognises that there are three different styles of learning, known as **Characteristics of Effective Learning** and throughout our planning and delivery of activities we aim to accommodate each one.

- *Playing and exploring* - finding out and exploring, playing with what they know, being willing to 'have a go'.
- *Active learning* - being involved and concentrating, keeping trying, enjoying achieving what they set out to do.
- *Creating and thinking critically* - having their own ideas, making links, choosing ways to do things.

Puddleducks' staff use the information gathered from each child's observations and assessments, to provide intervention, resources and activities to extend learning. Giving focus to the children's developmental needs and interests, the staff engage and interact with the children during play, maximising opportunities to extend and support the children to learn new skills and make their own discoveries. Parents/carers receive details of the main learning intentions of the EYFS and what resources we will providing in our medium-term plan, which is sent via email.

Welfare & Safeguarding

General

- Puddleducks Playgroup staff are aware that children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.
- We provide high quality and stimulating care, where children can enjoy learning and grow in confidence. We take all necessary steps to keep the children in our care safe and well, and have regard to the Government's statutory guidance 'Working Together to Safeguard Children.'

- We take our responsibilities for safeguarding children (Child protection) very seriously and we will always put the welfare of the children in our care first.
- It is our legal responsibility to act on our concerns. If a member of staff suspects that any child in our care has been abused or neglected, they have a duty to report this to the social care team and to OFSTED.
- Our Child Protection Policy applies to all staff, Committee members and volunteers working in the playgroup.
- Sarah Ireland is the Designated Safeguarding Leader (DSL) and has received full training for this role.
- We appoint a member of the Committee to be our 'Child protection Champion,' to oversee and monitor our provision to ensure we are doing all we can to safeguard the children in our care. The appointed child protection champion for 2018-2019 is Vicky Clarke. If you have any safe guarding concerns, you can contact Vicky on tiggermadvic@hotmail.com
- ***For more information, please refer to our Child Protection Policy.***

Safeguarding - pick up and drop off times

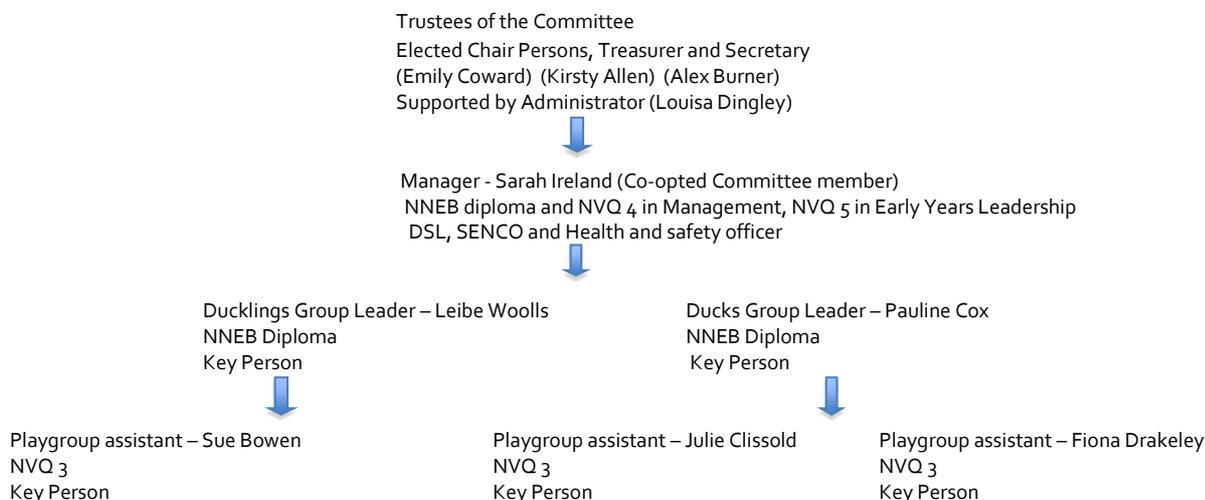
- Children may not be dropped off at Puddleducks Playgroup before 08.45.
- Puddleducks Playgroup cannot refuse collection to either of a child's biological parents unless a court order is in place.
 - Parents/carers must inform us if an adult/parent has restricted access by court orders on their child's Registration Form.
- The exception to this rule is that Puddleducks reserves the right to refuse to release any child to their parent/s should they feel that allowing them to leave would be detrimental to the child's wellbeing.
 - Such circumstances may be where the parent/s appears/is intoxicated, where the parent/s displays violent/aggressive behaviour and that it is suspected that the child may be in danger if released from the care of Puddleducks.
- Under no circumstances will a child be allowed to leave with someone they don't know.
- We cannot release children into the care of someone under 16 years.

Safeguarding - Photography and Social Media

- The use of mobiles phones and cameras to photograph or video children at Puddleducks is strictly prohibited, except for special occasions such as our Christmas and Summer party. Parents/carers must not post photographs containing anyone else's children onto Social Networking sites.
- Parents/carers should be respectful of the Puddleducks staff, and maintain a professional working relationship with them.
 - Please do not 'friend request' our staff on Social Networking sites, or make attempts to view their profile.

eXperienced staff

We have a fantastic team of dedicated, talented, highly qualified and experienced staff:



Whilst your child's Key Person will be responsible for the day-to-day care and education of your child, during the daily routine your child will interact with and get to know all the other members of staff.

Your Committee, Your Playgroup

Puddleducks Playgroup is a charity, run by a volunteer Committee who are the Trustees of the charity. As well as ensuring the playgroup follows charity commission and Ofsted regulations we also organise fundraising events throughout the year.

Please get involved with our fundraising, we rely on your support to make our events a success and to continue improving our playgroup. Our two main events are the Chilli & Band Night, which is a great night out and our Easter Bunny Hunt, which is a lovely family event.

Any parent/carer of a child at Puddleducks is welcome to become a Committee member and it is a great way to meet other parents/carers and to become involved in a fantastic playgroup.

To contact the Committee, please email our Chairperson: chairpuddleducks@yahoo.com

The function of the Committee is summarized in the acronym below:

Provide Support (staff line management, assist with recruitment, appraisals and supervision)

Lead and Manage (compliance with legislation, The Charity Commission and Ofsted)

Assure Financial Stability (budget setting, financial planning and fundraising)

Your Committee (the Committee is there for you. We listen to parents/carers' ideas and would love to have you join us in fundraising activities)

ZZzzzzzz Bedtime reading - useful links

OFSTED: <https://www.gov.uk/government/organisations/ofsted>

Puddleducks Playgroup OFSTED inspection report:

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY467702>

EYFS Statutory Framework:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf

Health Visitor: <https://www.glos-care.nhs.uk/our-services/children-young-people/health-visiting>

PATA: <http://www.pataglos.org.uk/>

Gloucestershire Families Directory:

<http://www.glofamiliesdirectory.org.uk/kb5/gloucs/glofamilies/home.page>

Childcare choices: <https://www.childcarechoices.gov.uk/>

Common Childhood Illnesses

Illness / complaint	Usual incubation period	How long is it infectious	How long to keep child at home	Notes
Chicken pox	14-21 days	From 1 day before rash to 6 days after last crop of spots appear	At least 6 days after last crop of spots appear	Adults and pregnant women should consult doctor
German measles	14-21 days	A few days before symptoms start until week after rash appears	A week after appearance of rash	Possible danger to pregnant women
Hand, foot and mouth		2-3 days before rash occasionally for some weeks after onset	Can come as long as not too ill.	Usually only mildly unwell
Sickness and diarrhea bug		Varies on reason for complaint	At least 48 hours without any symptoms	Very infectious
Head lice		Until all the eggs have gone. Please treat if your child has it as passes round easily especially in long hair	Can come to playgroup	Treated with over the counter remedies and a tea tree oil shampoo helps to keep it at bay.
Conjunctivitis		Until it has been treated	If feels well enough can come to playgroup.	Use separate flannels and towels to avoid passing it around the family.
Impetigo			Until no symptoms	Very infectious
Slap Face		Red cheeks	Can come to playgroup if not unwell with it.	Possible danger if pregnant

Disclaimer

We may change our terms and conditions where such change arises from regulatory issues or changes in legislation affecting Puddleducks Playgroup, or in the reasonable opinion of Puddleducks Playgroup that changes are in the interests of children attending the playgroup. At least one month's notice in writing will be provided. Puddleducks Playgroup will not be in breach of these terms or otherwise liable to you by reason of any delay in performance or non-performance of its obligations due to an event outside its reasonable control such as acts of nature to include floods, storms, fire, and extreme weather, war, act of terrorism or strikes and other industrial action.

Important note

Puddleducks Playgroup reserves the right to terminate any child's place with immediate effect if a serious breach of these terms and conditions occurs or if the termination of a place is considered by Puddleducks Playgroup, in its absolute discretion, to be in the best interest of the Playgroup or/and the continuing welfare of the children at the Playgroup. Failure to adhere to these policies and procedures may result in childcare being withdrawn and the Playgroup contract being cancelled.