

Information for new parents

Session Times

Drop off and pick up at the Children's Centre door on Mortlock Street.

We stagger the picking up and dropping of times for the children.

Drop off is between 9.00am – 9.15am

Collection 12.00pm or between 3.00-3.15pm (if staying all day)

Drop off for the afternoon session is 12.15pm

If your child is coming all day or just for the afternoons please remember a packed lunch. If you need any advice on lunches please look on our website: melbournplaygroup.co.uk in the parent information, useful information section.

What should I bring for my child?

Please give your child a small bag/rucksack to bring to playgroup that they can carry themselves.

Inside they will need:

Nappies, wipes & nappy sack. We will return wet or soiled nappies in their bag.

A change of clothes including socks, please remember to check on these regularly in case we have used them or the weather has changed.

A named water bottle.

Name all possessions - It really helps us not to lose your child's possessions, including ANYTHING they might take off such as coats and jumpers, if they are all named.

Snack

We ask you to provide a healthy snack for your child, if they attend the morning session, with a small named container containing some cut-up fruit or veg as well as their usual named water bottle.

If you need any advice on snacks please look on our website: melbournplaygroup.co.uk in the parent information, useful information section.

Settling in sessions

We offer one or two settling in sessions before your child starts. At these sessions you will stay with your child at playgroup for half an hour to help prepare them for when you leave them on their first day.

Settling at playgroup

We find that children cope really well saying goodbye at the door and coming in on their own with one of our staff. However, if your child is really struggling you may come in with them, but we recommend that you don't stay too long as children can get more distressed the longer the goodbye is.

Be sure that we will be supporting your child and making sure they feel secure and comforted. Please be assured that if we feel that your child isn't settling and is very distressed we will call you.

Stay and play sessions

During the year we will have set weeks, whereby when you bring your child in the morning you can come in for a stay and play session.

Your key person

Your child will have one member of staff who will be their key person.

The key person will:

Ensure your child feels secure and happy whilst they are at playgroup.

Be the person who will be your main point of contact.

Write the entries in Tapestry for you about what your child is doing at playgroup.

Plan for your child to make sure they are learning and developing in a way that is suited to them.

Is a point of contact for you.

Tapestry Journal

Tapestry is an online journal that enables us to share with you what your child is learning and doing whilst they are with us at playgroup. You will be given a password so you access your child's journal once your child starts at playgroup. Your child's key person will update Tapestry with photographs and information and you are able to make comments, ask questions and add photos about things your child has been doing at home too, which we love to see.

Absence

If your child is absent from playgroup for any reason, please let us know either by telephone, text or email. If we don't hear from you we will contact you.

Paying fees

Fees can be paid online preferably but also we do take cash or cheque. We also accept childcare vouchers. Please pay promptly as there will be a fine for late payment.

Contact Details:

Tel: 01763 223459

Mob: 07842 151512

Email: office@melbournplaygroup.org.uk

We look forward to welcoming you and your child to Melbourn Playgroup

