

Information for new parents

Session Times

We are open Monday to Friday 9am - 3.10pm with the option of early bird bookings too.

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

We stagger the picking up and dropping off times at the beginning and end of the day.

Drop off

Early bird bookings between 8.30am and 8.55am (needs to be booked)

Morning session or if staying all day - between 9.00am - 9.10am

Afternoon session - 12.00pm

Collection

Morning session - 12.00pm

Afternoon session or staying all day - between 3.00 - 3.10pm

Fridays only, we offer an additional collection time of 1.15pm (needs to be booked)

What should my child bring?

Please provide your child with a small bag/rucksack to bring to playgroup that they can carry themselves. Inside they will need:

- Nappies, wipes & nappy sack if still in nappies. 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.
- If needed a packed lunch and/or snack.

Packed Lunch - If your child is coming all day or for the afternoon session, please remember to provide your child with a packed lunch.

Snack – If your child attends a morning session or all day, we ask you to provide a healthy snack for your child, in a small named container (separate from their packed lunch) containing some fresh cut-up fruit or veg.

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

What should my child wear?

All clothes and shoes should be comfortable, weather appropriate and ones that you don't mind if they get dirty. We encourage the children to be as independent as they can so if your child could wear shoes they could be supported and encouraged to do themselves this is really helpful.

For this reason, Velcro fastened shoes are preferred and not laces or buckles.

Important – Name Everything

It really helps us not to lose possessions and return correct items to children at the end of the session if ANYTHING they bring in or might take off such as coats and jumpers, are all named.

Settling in

Please see our settling in policies for information on how we support the children to settle when they start with us at playgroup, these can be found on our website.

Once children are settled, 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 assured that we will be supporting your child and ensuring they feel secure and comforted and if we feel that your child isn't settling and is very distressed we will call you.

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.

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 from time to time 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 or going to be absent from playgroup for any reason, please let us know either before (for planned absences) or on the day (for unplanned absences) along with the reason for the absence. This can be done either by telephone or email.

Paying fees

Fees can be paid online preferably but we can take cash or cheque if needed. Please note that 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

For more information, please check out our website: www.melbournplaygroup.co.uk

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

