

**Welcome to Muskham Playgroup**

In order to help your child/ren settle in smoothly and enjoy Playgroup to its fullest, please find below some helpful information.

Arriving at Playgroup

We understand starting playgroup is a big step so we aim to keep the arrival system simple and friendly. There is a coat stand in the foyer for coats and bags to be hung up and there will be a member of staff to greet you at the door and ask you to sign your child/ren in on the daily register. We ask you say your goodbyes to your child in the foyer and then your child/ren can enter into our room and be greeted by another member of staff.

During Playgroup

Playgroup does provide the children with a healthy snack during the morning session and afternoon with a choice of milk or water. Please ensure you inform a member of staff of any allergies. Playgroup does not provide lunch so if your child is staying for Lunch club, please provide a packed lunch in a suitable container. Please do not put in sweets, chocolate bars or fizzy drinks.

There are always opportunities for messy play and whilst we do provide aprons, we suggest you send your child in old clothes as the paint has been known to stain despite being washable. We use the outdoor space in all weathers again the mud kitchen can get ‘very muddy’ so please make sure you provide wellies and a coat and dress your child appropriately for the weather.

Leaving Playgroup

As playgroup is only insured during session time, please ensure you pick up your child promptly at the end of session. If someone else is collecting your child please make sure the staff are aware of this. We do operate a password system if someone else picks up your child. You will be asked to sign your child out on the daily register to confirm you have collected your child. The doors will not be open until 3.20pm if you need to collect your child before this time please speak to a member of staff.

Key person

We operate a key person system which means each member of staff has a group of children who she is particularly responsible for. They will work with you to ensure that what we provide is right for your child depending on their needs and interests. This member of staff will be responsible for keeping your child’s learning journey up to date. If ever you would like to speak to your child’s key worker please ask and we will arrange a suitable time.

Invoices

Invoices are issued monthly in advance and are to be paid within two weeks. All details for payments are on the invoice, we charge £3.60 per hour.

Other Information

Please provide your child/ren with a change of clothes in a named bag and an A4 sized bag for all their creative art work to be placed in to ensure a safe journey home!

Muskham Playgroup is run by a volunteer parent/grandparent committee. We aim to provide a low cost, high quality committee-run friendly facility but we need your help to maintain this. The committee generally meet once per half term to discuss future events, fundraising ideas and help to shape and support the running of the playgroup going forward. If you would like to join the committee, please speak to a staff member, Chair person or any member of the committee.

We hope that you and your child/ren enjoy being member of our setting and that you both find taking part in all our activities interesting, stimulating and enjoyable.

If you have any queries, questions or concerns, please do not hesitate to speak to the manger, staff member or leave a comment in the comments box in the entrance.

Please log onto our Facebook page which has news and setting information.