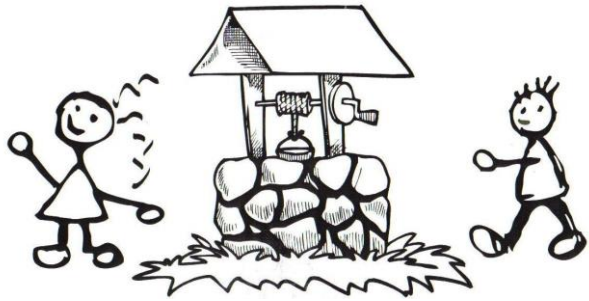
Chasewell Playgroup



Parent Information Book

Revised November 2025

CHASEWELL PLAYGROUP INFORMATION

Chasewell Playgroup
Chasewell Community Centre | Avocet Way | BANBURY OX16 9YA
Phone: 01295 275363| **Email:** manager@chasewellplaygroup.me.uk

We are a Community Playgroup which is run by a Committee of Parent / Carers both past and present. We are a registered Charity so all funds collected by the Playgroup are reinvested to provide our children with the very best that we can. Parents are welcome and encouraged to join the committee which is vital to the running of the Playgroup.

We provide learning through purposeful play in a safe enabling environment. We are guided by the children's interests and needs, working in partnership with parents and carers building a positive relationship that makes your child feel safe and secure as they settle in; giving them the confidence to participate and enjoy their time with us.

There are seven areas of learning and development within the early years Foundation Stage (EYFS) through which your child will be gaining knowledge, learning skills and showing understanding. These areas form the basis of the activities we provide for your child, alongside their unique interests and needs, and enable us to plan for their progress.

Prime areas of learning and development:

- Communication and language
- Physical development
- Personal Social and Emotional development

Specific areas of learning and development:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

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

Our Playgroup takes children from the age of 2 to 5 years old, although we only have a limited number of places for under 3-year-olds due to Ofsted regulations about Staff to Children ratios.

Session Times

Our session times are: 9.00 am – 12.00 pm (term time only)
Or: 9.00 am – 1pm (term time only)
Monday, Wednesday and Friday.

Tuesday and Thursday: 9.00am-12.00/1.00pm or 9-3*pm (Term time only)

If your child is staying until 1pm we ask you to provide a healthy packed lunch.
*The 1-3pm session is primarily for our 3- and 4-year-olds, however the manager can discuss your needs.
(**ideally a minimum of two sessions per week must be booked but this can be discussed**)

OFSTED

Chasewell Playgroup is registered with Ofsted and a copy of the latest report is available for you to look at on the Information table.

General Information

Chasewell Playgroup is registered and inspected by:
OFSTED
The National Business Unit
Piccadilly Gate
Store Street
Manchester
M1 2WD
Telephone 0300 123 123
Chasewell Playgroup is a registered charity; number: 1028284

The Staff Team



Louise – Playgroup Manager
Qualifications and Training:
BA in Early childhood studies
Early years teacher status
First Aid
Designated Safeguarding lead
SEND in the Early years Level 3



Jo – Deputy Manager
Qualifications and Training
Level 3 Diploma for the Children and Young Peoples Workforce
First Aid
Safeguarding



Rachael – Early years Practitioner
Qualifications and Training
Level 3 Early Years Education
First Aid
Safeguarding



Kirsty – Early years practitioner
Qualifications and Training
Level 3 in EYFS and Childcare
Safeguarding
Paediatric First Aid



Kim - Early years practitioner (one to one)

Qualifications and Training
Level 3 in EYFS and Childcare
Safeguarding
Paediatric First Aid



Grace – Early years Practitioner
Qualifications and Training
Currently studying Level 3 in early childhood education, Due to complete early 2026
Safeguarding
Paediatric First Aid



Nat – Early Years Assistant
Qualifications and Training
Nat has lots of experience with 2 children of her own.
Nat is First Aid trained and has training in safeguarding.



Timika – Early years Practitioner
Qualification and Training
Timika has worked in early years for many years and is level 3 qualified.
Timika is First Aid trained and has training in safeguarding.

We also have a couple of bank staff, who may cover holidays etc. Currently these are:

-Nikki (Unqualified)

-Jenny (Unqualified)





All staff are trained in safeguarding and DBS checked
Our Staff attend professional development courses throughout the year and statutory training such as safeguarding, and first aid are updated regularly.

Fees

Fees will be charged per session:

9-12 = £16.50, 9-1 = £22, 9-3 = £33 *

Additional hours are £5.50 per hour.

***** All fees are correct at the time of printing and are subject to change without prior notice

As a charity-run, non-profit setting, we rely heavily on the support and generosity of our families to help us continue providing high-quality experiences, resources, and opportunities for the children in our care. Government funding does not fully cover the cost of consumables, snacks, activities, and resources used throughout the sessions, meaning voluntary contributions play an important role in supporting the sustainability of the playgroup.

We therefore kindly ask families to consider making a voluntary contribution of £8 per month (£2 per week) towards snacks, activities, and resources. Contributions can be made directly to the playgroup by cash or bank transfer, either monthly, termly, or yearly.

To help simplify administration, this voluntary contribution will automatically appear on invoices. If you do not wish to contribute, please let us know and we will happily remove this from your invoice.

We also invite families to consider making a one-off voluntary donation of £30 when registering for a place.

Every contribution, no matter how small, helps us to continue enriching the children's learning experiences and maintaining the quality of provision we strive to offer as a community charity.

Contribution amounts are subject to review from September 2026.

Fees are payable monthly and must be paid in full regardless of illness or holidays. If nursery is closed for any reason, you will not be charged.
Invoices for fees are issued monthly and there is a late payment fee of £15 after 4 weeks of non-payment. If your financial situation changes and you cannot pay by the due date, please speak to a member of staff so we can work together to sort out a plan

We also accept childcare vouchers. For more information, please ask the manager.

We require 4 weeks written notice if you wish to cancel your child's private sessions, or you will be charged for the full half term, If you wish to cancel funded sessions, we require two weeks notice as per the OCC terms and conditions.

Funding

Children are now eligible for 15 hours of funding per week with the funding starting the term after their 3rd birthday and some children will be eligible to claim for 30 hours. You can start claiming after your child turns 3. The date you can claim will depend on when their birthday is.

Child's Birthday	When you can claim
1st January to 31 March	The beginning of the term on or after 1 April
1st April to 31 August	The beginning of term on or after 1st September
1st September to 31 December	The beginning of term on or after 1st January

Some two-year-old are also eligible for 15 hours a week finding. You will need to look on the childcare choices website to see if you are eligible. From September 2024 some 2-year-olds will be eligible for 30 hours funding.

All children, who are eligible for 30 hours must have their codes re validated every 3 months. Please log on to the government system to refresh your code. Failure in doing so could result in you losing the extra hours for your child.

The website to check what you are entitled too is:
https://beststartinlife.gov.uk/

BEST START IN LIFE

For more information on the free early education for 2 year olds please visit the OCC website here

https://www.oxfordshire.gov.uk/children-and-families/early-years-education/free-education-2-year-olds

OXFORDSHIRE COUNTY COUNCIL

Getting to Know Playgroup

A happy introduction to Playgroup is very important and we will therefore invite you to visit with your child prior to him/her starting so that he/she gets to know the building and most importantly the Staff. This also gives you the opportunity to meet your child's key person. We like parents and staff to work together to settle your child into Playgroup to ensure they feel happy and safe. The Manger will arrange settling visits with each individual family according to the child and family needs.

Key person

All staff are responsible for every child at all times. When your child starts at our Playgroup, he/she will be allocated a key person who will be responsible for observing your child to ensure the care we provide meets their needs. Your involvement is essential in this; therefore, we will keep you regularly informed of your child's progress and in turn the information you provide to your key person about your child's interest, development and experiences at home will help us to build on your child's development. We also provide an online system called Baby's days to track your child's development and you are also able to log in and add to this, which is highly encouraged.

When your child moves on to school, we will forward their records on to help aid this transition.

N.B. Although we have close links with the Grange School you will still need to request a place directly with them if they are to be the chosen school for your child.

Working together to promote your child's learning and development

- We use Tapestry online system to track all the children's development. This is a safe and secure system and confidentiality is always adhered too. Parents/carers can log in to see their own child's records and can add observations to help the playgroup get a full picture of your child.

- We have an information table and notice board which are there to supply you with details of what we are doing at Playgroup as well as various other leaflets and documents which you may find useful. We also display photos of recent activities / events that your child has taken part in so please take a look.

- We are always looking for ways to improve our setting and are willing to consider any suggestions you may have to help us 'get it right'

- We like to encourage parents to be involved with the Playgroup. If you have a particular hobby or interest which could be shared with the children, please speak to a member of Staff.

- We recognise the value of reading and sharing books together with your child and to promote this we operate a book loan service. You are invited to borrow a book to share with your child at home and return it to swap for another. (Book bags are available to buy)

NOTE: In the event of us having to close due to bad weather or emergency situations; we will inform you via Facebook and staff will contact you directly via telephone and email. There will also be a memo added to Tapestry.

What to Bring

We like the children to bring indoor shoes without buckles e.g. slippers or plimsolls, together with a change of clothes. **Please mark your child's belongings with their name.** Please provide your child with a water bottle which they will have access to throughout the session.
The children have access to outdoor play. Therefore, can you please provide them with appropriate clothing for the weather, e.g. wellies, gloves, sunhats, sun cream (Due to playgroup opening for 3 or 4 hourly sessions only, we ask that if needed children do not have sun cream in their bags and that this is applied before the playgroup starts)
PLEASE NOTE: We have a supply of water play aprons the children can borrow for outside wet play However if you can provide an all-in-one wet suit this would be much better.

We prefer children not to wear any jewellery to playgroup.

For children who are not already dry please provide spare nappies or trainer pants and wipes. Please note our changing facilities are limited.

Activities

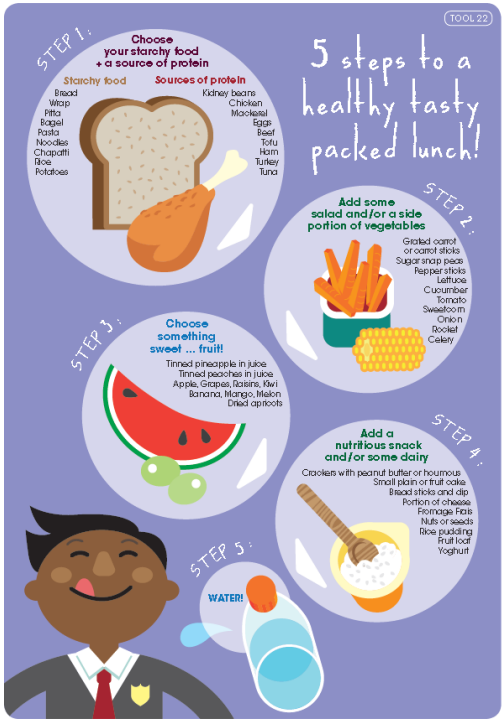
As some of the activities we offer are "messy" it is a good idea to dress your child in something that is easily washed as we do encourage the children to partake in a variety of sensory activities.

Snacks

During each session the children have the choice of a drink of milk or water together with a piece of fruit.

Packed Lunches

Children staying for the four-hour session will need to bring in their own packed lunch in a named lunch bag. We encourage lunches to be healthy and to avoid **sweets or chocolate** in their packed lunch and that they **have water only in their drink's bottles**.



Nutritional guidance for pre-school children is available from **www.schoolfoodtrust.org.uk**

We also display information on any of the main fourteen allergens that may be in any foods we provide. More information can be found on the food Standard Agencies Website.

Collecting your Child

If, for any reason, somebody other than you must collect your child from Playgroup please can you inform a member of staff on that day and email the manager. The child will not be allowed to leave Playgroup with anyone not authorised by the parent/guardian.

We understand that in emergencies other arrangements may have to be made and may lead to a slight delay but in all other circumstances the playgroup reserves the right to charge a penalty fee for late collections. The penalties are set out below:
£10 per every 10 minutes the child is late.

Special Events

For special events such as Graduation all children must be accompanied by a parent/carer, as such events affect our staff to child ratios that Ofsted require us to adhere to. There is often a small charge for events to help us cover the costs of putting the event on. As a charity setting, we do not make a profit and therefore use these events to fundraise and support the playgroup with resources for the children.

Policies and Procedures

A full copy of our policies and procedures are available for you to look at in the office; please ask a member of staff to view these, alternatively they are also on our webisite.

Key extracts from our policies

Safeguarding Children Policy

The partnership between Parents, Carers and the Local Authority is an important part of protecting your child.
We have a duty to inform the Local Authority of any significant concerns regarding the children in our care. Safeguarding child is everyone's responsibility and therefore if you see or hear something that causes alarm it is your duty to inform the playgroup manager who will explain what will happen next.

REMEMBER SAFEGUARDING CHILREN IS EVERYONES RESPONSIBILITY! IF YOU SEE OR HEAR SOMETHING THAT CONCERNS YOU, PLEASE REPORT IT TO THE DSL (Louise Izzo) or DDSL (Jo Webber)

Equal Opportunities

The Playgroup promotes equality and diversity and supports an inclusive approach working in partnership with both parents and other agencies.

Behaviour Management – Policy and Practice

There is no physical punishment at Playgroup. We promote positive behaviour, and children are verbally reminded of the Playgroup rules if necessary.

First Aid

Minor accidents are recorded in the Accident Book which parents are asked to sign at the end of the session.
If your child arrives at Playgroup with an existing injury, please can you inform the Manager as this needs to be logged.

Health and Hygiene Policy

Please do not send your child to Playgroup when he/she is suffering from an infectious disease. If your child has been unwell during the night, we would ask you to keep him/her away from playgroup for **48 hours after the last bout of illness**. Ofsted require us to keep a more detailed log of absences, so please can you phone or email us if your child will not be in If your child becomes unwell during the session, we will contact you immediately in order that he/she may be taken home.

Complaints Procedure

If you have any complaints or concerns about the running of the Playgroup, please direct them initially to the Manager of Chasewell Playgroup then to the Chairperson (as listed on the Noticeboard).
If this approach does not produce a satisfactory outcome, you could then contact:

OFSTED HELPLINE 0300 123 123
Or write to: OFSTED
The National Business Unit
Piccadily Gate
Store Street,
Manchester,
M1 2WD

If you require any further information or have any questions, please contact the playgroup manger via email;
manager@chasewellplaygroup.me.uk