

# Parent / Carer Information Pack



## Jigsaw

**Jigsaw Playgroup runs from its own premises on Orrell Lane, Burscough.**

**Address:** Jigsaw Playgroup

Orrell Lane

Burscough

Ormskirk, Lancashire

L40 0SG

**Phone us:** 01704 896612

**Email us:** [Jigsawburscough@communityfutures.org.uk](mailto:Jigsawburscough@communityfutures.org.uk)

**Find us on Facebook:** @jigsawplaygroupburscough

**Visit our website:** [www.communityfutures.org.uk](http://www.communityfutures.org.uk)



## Welcome to our Nursery

We are a small semi-rural, friendly and thriving Playgroup, with excellent staff and a strong management team, dedicated to the care of the children in a safe, secure and stimulating environment.

***The aim of our Playgroup is to encourage learning through play and to enhance the development and education of the children.***

We take children from the age of 2 until 4 years. We are an Ofsted registered nursery, education is provided free of charge for all children the term after their third birthday. All three and four year olds are entitled to a free nursery education place for up to six terms before they reach statutory school age. Every child is entitled 15 hours FREE child care per week, for 38 weeks per year. In some cases 2 year olds are now entitled 15 hours FREE child care. Please speak to a member of staff for more details.

We also follow the Early Years Foundation Stage Curriculum, which encourages learning through play. For more information ask a member of staff or look at the Lancashire County Council website.

## Hours of Opening

- We are open Monday - Friday from 9:00am – 3:00pm
- 38 weeks of the year, apart from Bank Holidays (Which may be chargeable)
  - 1 week closure between Christmas and New Year.

## Staff Information

Jigsaw @ Burscough is managed by a team of highly qualified, experienced, caring and friendly staff. Consisting of a Manager, Deputy Manager and Childcare Assistants.

We also appoint special Co-ordinators/officers for 'Parent Involvement', 'Behaviour Management', 'Special Educational Needs' and 'Safeguarding/ Child Protection'.

Additionally we operate a Key Person system where each member of staff relates more closely to a small group of children and helps build a relationship of care and trust, ensuring continuity between home and setting. Key Person names will be on display in the entrance hall.



# Nursery Facilities

Our Playgroup is situated in a single story building with one large main room where all of our provision takes place.

During the school summer holiday of 2014 Jigsaw Playgroup Burscough had a major reworking of the building to make it more child/adult accessible, for example, child height toilets and sinks, new flooring suitable for messy play and new double glazed windows.

Jigsaw Playgroup Burscough is wheelchair accessible from the main front entrance, which is at floor level. We currently have no available parking spaces, but fortunately areas are situated within walking distance of playgroup with ample parking.

Jigsaw playgroup provides good quality continuous provision in areas that correspond to the **EYFS:**

**Home Corner:** Allowing children to take part in child led role play to develop language skills and blossom friendships.

**Small World:** Small figures, houses, habitats etc. Enabling children to create their own scenarios through imaginative play

**Library:** Children can access a large number/type of Books, picture, poetry, fiction and non-fiction.

**Malleable:** Texture play, play dough (handmade), soil, sand mousse etc.

**Art and Craft:** Lots of arts and craft resources new and recycled including a large workshop junk modelling area.

**Numeracy:** Beads, bobbins, shapes and number resources.

We have also recently purchased many large resources for the enhancement of continuous provision including: multicolour bean bags for the library, large hollow construction blocks and chrome orbs and a sensory light table.



## Outdoor Space

Outdoor learning has a positive impact on children's wellbeing and development; it's enhanced using a richly resourced environment by incorporating a range of play materials that can be adapted for different purposes.

Jigsaw Playgroup Burscough has its own self-contained outdoor area that is exclusive to the setting; it houses a large wooden open sided chalet that provides shelter and shade for the children.

Jigsaw was fortunate enough to receive a Bags of Help Grant allowing for the construction of a full pergola enabling the children to play outdoors in all weather conditions.

We also have a large climbing frame which can be dismantled and changed to the children's preferences.

Outside the main front entrance is a large haulage container we use for the storage of all our large wheeled toys and outdoor resources.



## Sessions and Prices

|                   |                      | 2-3 Children | 3-4 Children |
|-------------------|----------------------|--------------|--------------|
| <b>Morning</b>    | <b>9:00 – 12:00</b>  | £16.80       | £15.70       |
| <b>Wraparound</b> | <b>12:00 – 13:00</b> | £4.50        | £4.50        |
| <b>Afternoon</b>  | <b>12:00 - 15:00</b> | £16.80       | £15.70       |

## National Educational Grant (NEG)

All 3 & 4 year old children are eligible to receive 15hrs free childcare per week (term time only)

As an addition to that, your child may qualify for an additional 15hrs free childcare for 3 & 4 year olds of working parents (*total of 30hrs free*)

| NEG Sessions                         |                         |                                  |
|--------------------------------------|-------------------------|----------------------------------|
| Option 1                             | Option 2                | Option 3                         |
| 2, 3 & 4 Year Old<br>15 hrs Funding  | Not Currently Available | 3 & 4 Year Old<br>30 hrs Funding |
| 5 x 3hr Sessions                     |                         | 5 x 6hr Sessions                 |
| 9:00am – 12:00pm<br>12:00pm – 3:00pm |                         | 9.00am – 3.00pm                  |

**NB:** The sessions your child attends are set and will not be able to be swapped on a week by week basis. **This applies to ALL payable and free sessions.** However, if you wish to change your child's sessions permanently, 2 weeks notice will need to be given and will depend on availability. Cancellation of enrolment will also need to be put in writing at least 2 weeks in advance.

No refunds of deductions will be given for absences due to holidays.



## Payments

All fees must be paid monthly or weekly at reception or by standing order.

**When children are absent for whatever reason the fees must still be paid.**

For your child to keep their place fees must be paid promptly by the first week of the following month.

**Non-payment for more than one half term will result in your place being terminated.**

Payments can be made by cash, direct debit, standing order, government vouchers, work vouchers or tax-free childcare.

## Additional Information

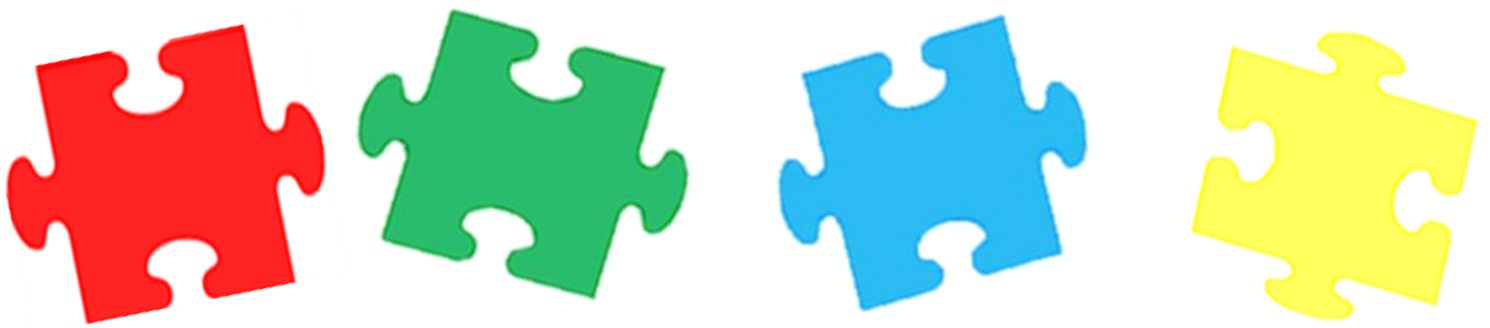
### Settling In

All parents who are interested in their child starting Playgroup will be invited individually to stay with their child and take part in a session, prior to them joining Playgroup. We welcome parents to stay as long as they wish in order to settle their child in. We feel that this gives the parent the opportunity to see how a Playgroup session is run. We have found in the past that when the parent feels the child is ready then they can be left for short periods and eventually longer periods.

At Playgroup we always welcome people who could come in and have a talk with the children, for example, Police, Vet, Fire-fighter etc. If anybody knows of somebody willing to do so, please let us know. If any parent wishes to share any special interest with the children they would be most welcome, they may even wish to come and read or sing to the children. We are a small friendly Playgroup and parents are welcome to talk to a member of staff at any time.

Due to Ofsted requirements, confidential records will be kept of your child's development and regular observations will be carried out. Parents are always welcome to come in and look at these or have a chat about their child's progress.

We ask that parents try not to arrive before 9:00am, as we are setting out the room and would not be able to supervise the children. Also, please try to pick up your child/children promptly at the end of the session. If you are going to be late collecting your child/children or someone other than yourself is collecting them, please inform a member of staff. You can phone the Playgroup at any time during the sessions to talk to a member of staff.



## Uniform

Part of your child's development, is to take part in 'messy activities' and although we have aprons, it is a good idea not to send your child in their 'Sunday best!'

Parents are able to purchase a Jigsaw uniform for their child to wear. These are not compulsory. If you would like to order one when booking a place for your child, please speak to one of our management team.

## Policies & Complaints

Complaints will be dealt with professionally and promptly to ensure that any issues arising from these complaints are handled effectively and to ensure the welfare of all the children.

To make a complaint please refer to the complaints procedure within our Policy and Procedure file. After following the procedure, if the matter cannot be resolved to your satisfaction, as a parent, you have the right to raise the matter with Ofsted.

Ofsted contact details:

*Applications, Regulatory & Contact (ARC) Team*

*Ofsted*

*Piccadilly Gate*

*Store Street*

*Manchester*

*M1 2WD*

Telephone: 03001 231231

- All parents have access to our full Policies and Procedures upon request.
- Our Ofsted inspection report is available on the Ofsted website.