



**Panda Playgroup,
Sticky Mitts and
Tiny Tots**

**Prospectus
December 2017**

About us

At Panda Playgroup we plan our activities around each child, to further their interests and make sure they reach each new stage of development and learning with confidence.

Our Panda journey starts with **Tiny Tots**, a stay, weigh and play session. We warmly welcome pregnant mothers, parents/carers and babies, and we provide a stimulating sensory environment for children to explore. At each session we enjoy a song time – so brush up on your nursery rhymes and be prepared to learn some new ones! At this session you can also make use of our baby scales. We are the only playgroup that offers this popular service in the village.

When your child reaches 18 months, **Sticky Mitts** is the next stage. This drop-in session offers a more challenging play environment for little explorers. We have craft activities (so come dressed for mess!), toys and song time.

From the age of two, children are eligible to join our pre-school **Panda Playgroup**. The playgroup is a member of the Pre-school Learning Alliance and is registered with Ofsted.

Panda Playgroup, Sticky Mitts and Tiny Tots have been at the heart of Copmanthorpe village for over 30 years. We are a registered charity (number 1035584), run by a voluntary committee mainly made up of Panda parents and carers.



Mission Statement

- This is a place where children are encouraged to develop a positive sense of themselves and their abilities.
- This is a place where children are encouraged to build close and lasting relationships.
- This is a place where children are helped to feel secure through the development of safe boundaries.
- This is a place where parents are valued and encouraged to take an active part in their children's learning and in the running of the Playgroup.
- This is a place where children are encouraged to explore outdoors and indoors and gain the confidence to solve their own problems, set their own challenges and manage their own risks.
- This is a place where children are encouraged to freely engage in different experiences; enthusiastically, messily and spontaneously.
- This is a place where children are at the centre of all activities and are supported and encouraged to make their own choices.
- This is a place where children are supported as unique learners to develop their full potential.
- This is a place that we all create together.



Tiny Tots - Tuesdays



This is where we start. Tiny Tots is our session for babies from birth to 18 months and introduces social interaction through play. At this session you also have the opportunity to weigh your baby using our self-weigh baby scales – don't forget your red book! "Bumps" are also welcome to this session.



Sticky Mitts - Mondays



Sticky Mitts is our stay and play session for toddlers. It offers a more creative environment, with emphasis on painting, gluing, model-making and music. Sticky Mitts is seen as the next step towards joining Panda Playgroup.



Best of Both ... Wednesdays



Join us for an All Age Session on a Wednesday where the best of Sticky Mitts and Tiny Tots combine to make a session that is fun for all. Again on a Wednesday the weighing scales will be available to enable you to self-weigh your baby/child.

Tiny Tots and Sticky Mitts are Drop in sessions
9.15-11.15 am – Copmanthorpe Methodist Church Hall
No need to register beforehand!

Drinks and biscuits/healthy snacks provided for parents/carers and children.



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Panda Playgroup

Panda Playgroup sessions run during term-time on Monday to Friday mornings (9am-12 noon) and Monday to Friday afternoons (12:30pm-2:30pm).

Children are encouraged to pursue their own interests through free play, as well as taking part in more structured group activities such as story and song time. Our indoor and outdoor activities include:

- Painting
- Drawing
- Play dough
- Craft
- Singing
- Music and dancing
- Construction
- Stories
- Number games
- Role play
- Baking
- Sand and water play
- Information and Communications Technology (ICT)
- Jigsaws and games
- Small world
- Sensory play
- Trikes and scooters
- Climbing and balancing

Each child has a learning journal that is used to record their interests and development, containing photos, comments and some of their art work.



We have close links with Copmanthorpe Primary School, and some Panda sessions are used to visit the school ahead of children starting in September.

Lunch Club

Lunch Club runs from 12pm to 12.30pm every day.

Children attending the morning Panda sessions are welcome to join us for Lunch Club. This allows children to enjoy a social lunch with friends, and joins the Afternoon sessions, if required to make a longer day.



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Key person

When your child starts at the playgroup, he or she will be allocated a key person. Your child's key person is responsible for cooperating closely with you to provide the best learning outcomes for your child, communicating your child's progress with you, and updating their learning journal.

If your child has particular learning needs or a disability, we will discuss with you how to best meet their requirements. Our staff have continued specialist training to ensure that each child's needs are met. If staff discover any areas of development that need additional support, they have been trained to work with the parents/carers to fully support and enhance the child's progress and development.

Early Years Foundation Stage (EYFS)

The EYFS is the stage of children's development from birth to the end of reception year in school. The EYFS Framework describes how all Early Years Providers should work with families to support and guide their children's learning and development. It also describes how children can be safe and cared for, to ensure they reach their highest potential.

All our team have received training on the Early Years Foundation Stage, and make use of the valuable resources and guidance that it provides.

The EYFS has four themes that underpin the guidance. These principles work together, to foster the characteristics of effective learning. The principles are:

- A unique child
- Positive relationships



- Enabling environments
- Learning and development.

“Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and carers.”

(Development Matters, EYFS 2012)



The EYFS separates Learning and Development into seven areas: three prime areas and four specific areas. These enable all children to progress at individual levels, whilst ensuring that a child's unique interests and needs are met.

The three prime areas are:

- Personal, social and emotional development
- Communication and language
- Physical development.

The four specific areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

Trips and visits

With parents'/carers' help, we arrange a number of trips each term to different places of interest in the village. This gives children a greater understanding of the world around them. Recently we've been exploring the Rec, browsed books in the library and visited Quackers.

We also welcome special visitors to the playgroup, including vets, hospital workers, teachers – and even animals.

Events

Panda Playgroup is at the heart of the Copmanthorpe community. Here are some of the events we're involved with:

May Day Fair and Copmanthorpe Carnival

Each year Panda Playgroup runs a stall at both of these events offering face painting, cakes and sweets for sale, as well as games like hook a duck. We also work in partnership with other Copmanthorpe childcare providers and together, all the children sing on stage to open the hugely popular music event, the Copmanthorpe Carnival!

Christmas Nativity

The children spend a lot of time rehearsing and making props and costumes for our annual play, which is performed for relatives and friends at the end of autumn term – usually on a Sunday. The day itself includes refreshments and a raffle, and is a great chance to socialise with other parents and carers.



Our Staff Team

Panda Playgroup has an exemplary team of qualified, dedicated staff, all of whom have received training in First Aid, Food Hygiene and Safeguarding Children, which they update every three years. In addition they carry out annual training to meet statutory requirements for delivering the Early Years Foundation Stage to a high standard.

Here's a bit more about our team:

Lynne Selby (BA hons) Early Years Teacher. Playgroup Leader and SENCO

I achieved Early Years Teacher Status in July 2015. This followed a BA (Hons) in Educational Leadership- Children's Workforce in 2014.

"I became Panda Playgroup Leader in January 2017 starting my career in childcare in 2000. First as a childminder. Moving onto Preschools as my children moved on to school. I have done various courses in childcare including Cache Level 3 in childminding practice, NVQ in Children's care, Foundation Degree completed in 2013 followed by BA and EYTS.

I have done a wide range of courses in special needs including Speech and Language, Autism, Disability Awareness, Portage, Sensory Impairment and Forest Schools. I enjoy helping the children learn new things and love to celebrate their achievements. I am dedicated to give the children in my care the best possible outcome. I continue my own professional development to keep up to date with the latest learning and development.

Being the playgroup leader I am responsible for supporting the staff team in their development and learning. As a team we deliver a high quality provision where the children are at the heart of everything we do."

Rosie Walker, Deputy Leader (Panda Playgroup) and Leader of Sticky Mitts on Mondays.

Foundation Degree in Young Children's Learning and Development. Level 5.

"I began working in Childcare in 2004, when I studied a BTEC in Early Years. I worked as a private Nanny for a year following this. I then went on to work at Heathers Nursery with children aged 0-5. I completed a Foundation Degree in 2013, then went on to have 2 children in 2013 and 2015.

I began as Deputy in January 2017. I thoroughly enjoy working with both staff and parents. I plan to continue studying alongside work when my children are a little older."



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Susan Hunter

Nikki Burrows, Early Years Practitioner Level 3

Diploma for the Children and Young People's Workforce Level 3

"I have been involved with Panda Playgroup since 2006, first as a Mum then I took on the role of Chair on the committee for two years. While I was doing that I decided to study childcare and take on a more permanent role at the playgroup."

Jo Fox, Trainee Practitioner

"I worked for 18 years in libraries and higher education. In 2017 I volunteered at Pandas and enjoyed it so much that I decided to go to college to take my Level 3 early years educator qualification. I now work at Pandas on Mondays and Wednesdays. I have two children who loved their time at Sticky Mitts and Panda Playgroup."

Juanita Harrison, Tiny Tots and Sticky Mitts Leader Tuesdays and Wednesdays.
Paediatric First Aid Certificate, Basic Food Hygiene, Child Protection Level 1,
Disability Equality Level 1
Diploma for the Children and Young People's Workforce Level 3

"After 15 years working in law, I brought my baby daughter to a Panda Baby Session and have been hooked ever since. I was on the committee for a number of years, serving as Treasurer and dealing with Admissions. When my daughter started at school, I filled in at Sticky Mitts one morning a week and now run two stay and play sessions at the Methodist Church Hall."

Our committee

Panda Playgroup is run by a management committee of parents and carers who take care of all the bits you don't see, such as paying rent and wages, funding and admissions, press, marketing and fundraising activities. Volunteering as a member of the committee is a challenging task, but one that is rewarding in so many ways. Our volunteers gain valuable experience of all aspects of running a charity, as well as the social side of being part of a team. If you think you could be a key part of running our great playgroup, or you could offer a few hours to help us out, then please get in touch.

Fundraising

Panda Playgroup is a community playgroup. We keep our fees as low as we can, to give everyone the chance to access affordable childcare. That means we have to work really hard at fundraising to cover our costs. Some of



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the ways we do this are:

- **Coffee mornings.** These give parents, carers and staff a chance to socialise and raise money for the playgroup. Lots of yummy cakes, crafts, face painting and stalls.
- **Professional photo sittings.** Every year (in time for Christmas), we invite parents to have professional photos taken of their family/children/child. This hugely popular event is fantastic value for money and a percentage of the cost goes towards the running costs of Panda Playgroup
- **Regular events such as our Nativity, the May Day Fair and Copmanthorpe Carnival.** We regularly ask for donations for these events and for support on the day setting up, running the stall, clearing up etc. We also rely on families attending these events to have some fun while supporting Panda Playgroup.
- **One-off events such as Wine or Beer tasting, Pamper evenings, Italian Nights.** Please come along to any such events we organise to have some fun, and make new friends while supporting Panda Playgroup
- **EasyFundraising.org.uk** – The online shopping directory www.easyfundraising.org.uk/causes/ppsmtt features over 2400 retailers including Amazon, John Lewis, Debenhams, M&S and many more. A commission is given to Panda Playgroup each time you shop with these retailers via the link. Please make this your homepage. It costs you no more than a couple of extra seconds each time you shop online and Panda Playgroup will receive a percentage of your purchase. If you install the toolbar to your web browser, it will remind you each time you visit one of the partner sites. Also ppsmtt.easysearch.org.uk is a search engine equivalent of Google which donates half a pence for each search carried out.

How can you help?

We welcome any help we can get from parents/carers. Some of the ways in which you can make a difference are:

- Join the committee. We always appreciate the help and input of parents/carers and grandparents whether in one of the specific roles or as a general committee member.
- Give a little of your time to help run our events. This could be running a stall, tidying up the Hall after an event or helping with the preparation for one of our events. All help is much appreciated.



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- Come along to our committee meetings. You will receive a warm welcome and your input into the running of Panda Playgroup will be much appreciated.
- Bringing in your empty cardboard boxes and pots for our painting and gluing sessions.
- Support fundraising by attending our events and spreading the word.
- Help identify grant sources, collect tombola/raffle prizes.
- Share your expertise.



Session times and fees

We accept childcare vouchers, cash and cheques. Nursery education funding is available the term following your child's third birthday. We also accept two year funding. Please ask for more details.

Session	Venue	Days	Times	Cost
Tiny Tots (birth - 18 months)	Methodist Hall	Tuesdays Wednesdays (all ages)	9:15am – 11:15am	£3 for Parent/carer and first child.
Sticky Mitts (18 months plus)	Methodist Hall	Mondays Wednesdays (all ages)	9:15am – 11:15am	£1 for extra child from 9 months
Panda Playgroup (two to five years)	Howell Hall	Monday-Friday	9am - 12pm	£12.00
			12:30pm - 2:30pm	£8.00
Lunch Club	Howell Hall	Monday- Friday	12pm-12,30pm	£2.50

Sticky Mitts and Tiny Tots run every week during term time. There's no need to book – just drop in.

Helpers

Panda Playgroup, Sticky Mitts and Tiny Tots is a registered charity, and our fees alone don't cover our costs. Because of this, we ask parents/carers to come in and help when they can. An extra pair of hands and eyes to play with the children, read stories, assist with crafts, as well as help with clearing up, makes a massive difference.

An additional £4.00 will be added to your bill each half-term to cover the costs of the snack and named water bottle.

Come and meet us

If you would like to arrange a visit to Panda Playgroup, we will be happy to show you around. To arrange a time to visit either call or email pandaplaygroupadmissions@yahoo.co.uk or use the contact form on our website (www.pandaplaygroup.co.uk)

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Important information for parents

We want you to help us understand more about your child, and consider the well being of others. Therefore we ask the following:

- Bring your child along, and stay with them for a session or two before they start. We do not charge for these settling visits.
- Be prepared to stay with your child on the first day, and for as many sessions as it takes for your child to feel confident enough to be left on his/her own.
- Let us know if your child has any known allergies or dietary requirements.
- If your child experiences vomiting or diarrhoea, please wait until 48 hours after the last attack before your child returns to playgroup. This will help to minimise the risk of any infection spreading.
- For security, inform the playgroup leader if anyone else will be collecting your child.
- Discourage your child from bringing their own toys in to playgroup, as they can easily be broken or mislaid. Soft toy comforters, however, are the exception.
- Send your child to playgroup in practical clothing that you don't mind getting messy. As we provide activities involving paint, glue, etc. we advise that you don't send your child to playgroup in brand new clothes. Children also need to have suitable clothing and footwear for outdoor play. All items should be clearly marked with the child's name.
- Ensure that no valuables are brought into the playgroup, as we cannot accept liability for loss or damage of any personal property.
- Upon arrival your child must only be handed over to a recognised member of playgroup staff. At the end of a playgroup session, children will not be released to any person other than a known parent/carer unless we have been previously notified.

Parking

Panda Playgroup is run from rented premises and, unfortunately, we do not have our own car park. However there is ample street parking and we ask that you park with consideration for other people using the playgroup, and also for the local residents.

Panda Playgroup accepts no responsibility for injury, damage or loss to persons, vehicle or property.



Notice of leaving/changing sessions/additional sessions

If you would like to increase or reduce your child's regular sessions please contact Panda admissions via pandaplaygroupadmissions@yahoo.co.uk or fill in a change to sessions form at the setting.

The maximum number of children per session is 20, and we operate a waiting list when sessions are full.

We require one half-term's written notice if you intend to withdraw your child from the playgroup.

Policies and Procedures

A copy of all our policies and procedures can be found on the playgroup signing-in table in Howell Hall or downloaded from www.pandaplaygroup.co.uk.

Further information

Our website can be found at www.pandaplaygroup.co.uk and has up-to-date information on sessions, fees, policies fundraising events, information for parents and newsletter.

You can find us on Facebook - [#Pandascopmanthorpe](https://www.facebook.com/Pandascopmanthorpe)

Contact details

Playgroup Manager: pandaearlyyears@yahoo.com

or telephone 07716653801 (8.30-2.40 in session time)

To Register or change days: pandaplaygroupadmissions@yahoo.co.uk,

General information from the Committee pandaplaygroup@hotmail.com

