



at  
**Dedworth Green Baptist Church**  
**Smiths Lane, Windsor**  
**SL4 5PE**

Telephone 01753 675009 any time  
Playgroup Hours 07778 001665 (mobile)

[www.buttons.org.uk](http://www.buttons.org.uk)  
email: [jenny@buttons.org.uk](mailto:jenny@buttons.org.uk)

Dear Parent/Carer  
And Children

WELCOME TO



We hope that your Playgroup  
experience will be **HAPPY** and  
**REWARDING**

*The following pages outline our policy*

## **AIMS**

- BUTTONS provides a friendly atmosphere where your child can learn through play, develop confidence and make friends.
- BUTTONS welcomes all children regardless of their sex, race, colour, creed or any physical disability.
- BUTTONS Playgroup is keen to promote equal opportunities for all in playing, learning, and physical activity.

## **CURRICULUM**

All our activities are planned in accordance with the Early Years Foundation Stage

Contributions or offers of practical help will always be welcomed.

An outline of the curriculum is displayed on the notice board.

## **ADMISSIONS**

All children will be welcome to join BUTTONS, numbers permitting, from the age of two years . Any change of Carer collecting a child must be notified to a member of staff.

If a change is necessary during a session, please telephone **07778 001665 (Mobile)**.

## **STAFFING**

The setting is run by fully qualified staff with specialist early years training.

There is no helpers rota, but parent volunteers are always welcome. If you feel you would like to contribute in this way please speak to the supervisor or a member of staff.

A full list of staff is displayed on the notice board.

## **PARENTAL INVOLVEMENT**

Parents/Carers with or without younger children are always welcome to visit the Playgroup at any time.

The Supervisor/key worker will be available to chat, either towards the end of the session at story time, or privately on **01753 675009**.

## **RECORD KEEPING**

Each child's development is unique and special. That is why we create an individual record for each child.

It is hoped that the records will include observations from parents/carers as well as staff. For example, if your child has dressed him/herself for the first time, this can be recorded on their development record.

If you would like to see your child's file, or have any information you would like recorded, please feel free to speak to a member of staff. or make a note in the home/school diary.

If you have any concerns about your child's health and development please speak to the supervisor. If staff have any concerns about your child they will speak to you and will decide with you what should happen next. If necessary we can call on the advice of the Link Health Visiting Team after discussion with you.

## **LINKS WITH OTHER ORGANISATIONS**

We have developed close links with Health Visitors, Social Services and local Nursery Schools and First Schools.

## **CHILDREN ACT 1989**

As a group, we will follow child protection procedures as laid down by the Royal Borough of Windsor & Maidenhead. Any concerns will be reported to the Duty Officer as required under the Children Act. We would of course endeavour to ensure that parents are kept informed.

## **SPECIAL EDUCATIONAL NEEDS**

We aim to provide equality of opportunity for all members of this group, and this includes children with additional needs. The number of adults present in the pre-school enables us to provide individual attention for each child. Each child is able to progress at their own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs, and we operate in accordance with the government's Code of Practice on special needs. If you would like to discuss the group's ability to meet your child's specific needs, please talk to the staff. All our policies are available on request.

## **HEALTH AND SAFETY**

BUTTONS aims to provide a safe environment for children and staff to work and play.

Children with infectious diseases should not attend Playgroup, nor should children with sickness and/or diarrhoea on the morning of the Playgroup session. A First Aider is on hand should the need arise. All accidents are recorded in an accident book and you will be notified at the end of the session and asked to sign in acknowledgement.

The staff should be notified of any medication the child has taken prior to a playgroup session.

Fire drills are regularly carried out.

A register of pupils is taken at the start of each session.

## **LIBRARY BOOKS**

Books may be borrowed from Buttons. Please ask staff for details.

## **SNACKS**

During the session the children are given refreshments of milk or water. Children are asked to bring fruit or healthy alternative for snack time. This should be in a named container.

## **DISCIPLINE**

We aim to maintain good standards of behaviour.

If a child misbehaves (for example, biting, spitting, throwing toys etc.) a member of staff will talk with the child. If the bad behaviour continues, the child will be directed to another activity. Persistent misbehaviour will be discussed with the parent/carer.

## **STARTING PRE- SCHOOL**

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle.

## **CLOTHING**

Please send your children in old clothes.

Although we do provide aprons, some children will not wear them or forget, and there is always the risk of an accident when playing with paint, glue and the like. Coats and shoes should always be named. Alternatively, sweatshirts and T-shirts with the **BUTTONS** logo are available— please ask for details.

## **OFSTED**

We are regulated and inspected by the Ofsted Early Years Directorate . Their contact details are as follows: Telephone 0300 123 1231 or [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

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We hope that you have found this useful. If you have any comments or suggestions, please feel free to talk to the **BUTTONS**

*Jenny Soles*

Early Years Professional

# **FEES**

We charge an initial  
Registration Fee of £2.00  
payable at the first session.

**Sessions are £8.00 each**

Buttons is registered to receive  
Nursery Education Funding.  
Please ask for details of current eligibility.

The session charge applies to all sessions for which  
your child is registered, including those which are  
missed through illness or holidays.

(Prices correct at November 10)



AT  
Dedworth Green Baptist Church  
Smiths Lane  
Windsor SL4 5PE

<b>Monday</b>	<b>9 to 12.00 am</b>	<b>12.15 to 3.15 pm</b>
<b>Tuesday</b>		
<b>Wednesday</b>	<b>9 to 12.00 am</b>	<b>12.15 to 3.15pm</b>
<b>Thursday</b>		<b>12.15 to 3.15 pm</b>
<b>Friday</b>		<b>12.15 to 3.15 pm</b>

Lunch club available Monday & Wednesday -please ask for details

**01753 675009**  
**Mobile 07778 001665**