

PLAYHOUSE COMMUNITY NURSERY



Information Booklet





MISSION STATEMENT

At Playhouse Community Nursery our vision is to provide quality and sustainable childcare for the children and their families in the local community.

Our aim is to offer an affordable and comprehensive childcare service which will enable us to care for children ranging from three months to five years of age.

Our purpose is to offer a safe, stimulating environment, enjoying our diversity and putting onto practice our beliefs in equality; in all the nursery's activities, in which the children can gain a broad early years education.

Our key values focus on providing a quality service for all our parents and to work in partnership with parent/carers actively involving them in the running of the nursery.

To provide a community based nursery with parents/carers involved in all aspects of the nursery's life.

We have created and will strive to maintain a safe, healthy, stimulating and friendly atmosphere that recognises each child's individual development and to support them to reach their full potential.

We believe our staff team are the key to our continued success and believe in communicating and consulting with them.

To involve the staff team in the development of the nursery and in the decision making that affects them and to support the training and development of all staff.

We are committed to ensuring that Playhouse Community Nursery is a friendly, caring and fun place for parents, children and all staff alike.

We place a high premium on learning, continuous development and equality

INTRODUCTION

Playhouse is run by the Trustees Board and a Management Committee which is made up of volunteers from our local community and parent users.

Playhouse welcomes people from our local community to apply for membership.

The Management Committee meet once a month and Trustees meet once every 3 months

STAFF

Playhouse at present has a staff team comprising of a Centre Manager and Deputy Centre Manager; Nursery Officers and Assistants who share a variety of qualifications and experience; Head of Under 3's, Office Manager, Family Support Coordinator, Finance Officer, a Cook/Domestic Supervisor and Kitchen Assistant.

OPENING HOURS

Playhouse is open 50 weeks of the year, closing for 2 weeks at Christmas, Bank Holidays and staff training days. Playhouse is open Monday to Friday from 8.30am to 5.30pm. We also close an hour early once a month for staff meetings. Parents/Carers are notified in advance

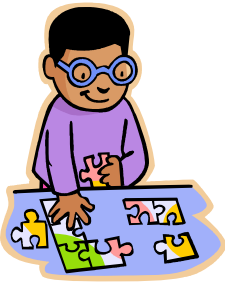


INTRODUCTORY PERIOD

We like to have a period when your child stays at nursery with his/her Parent/Carer, as this has been proved to help a child settle well into nursery.

Our first priority is with the children and we discourage putting any child in a stressful situation if at all possible.

We accept that it is difficult for a working parent to have the time off, but we do ask for your understanding and usually a compromise is made which allows for the least amount of stress for your child or yourself.



SETTLING YOUR CHILD IN THE NURSERY

You will need to allow at least one week for your child to be settled into the nursery.

On the first day you and your child will stay for one hour. You can then discuss with your child's Key person your induction hours.

This is so both parent and child can build up confidence and trust with the staff team.

EQUAL OPPORTUNITIES

We aim to reflect the cultural traditions of all the children who attend the nursery as well as introducing them to other cultures in the wider community and will do this through music, stories and talking about family traditions, which we do with the help of our parents/carers.

We positively welcome children with special needs and can arrange a home visit if agreed by the parent/carer.

We have a Special Needs Coordinator who will work with parent/carers and the child to ensure the child receives the appropriate support for their needs.

EQUAL OPPORTUNITIES POLICY

WE WILL NOT ALLOW THE FOLLOWING SORTS OF BEHAVIOUR IN THE NUSERY

- *Physical or verbal attacks on individuals or groups.*
- *Discriminatory name calling, jokes, insults or threats.*
- *Writing such remarks on walls or other places.*
- *Encouraging other people to harass or discriminate against another group or individual.*
- *Provocative behaviour such as wearing badges or insignia.*
- *Bringing into the premises materials such as leaflets or magazines which support discrimination.*

Full policy available on request.

FOOD AND MEAL TIMES

All meals are prepared on the premises and we place a high emphasis on fresh fruit and vegetables. A light snack usually fruit/vegetables is offered to the children with milk or watered down fruit juice for mid-morning. A main meal with a pudding is also served early afternoon, and there is a substantial tea i.e. beans on toast etc which is offered in the mid afternoon.

A variety of menus from varying cultures are used. We can cater for any child's special dietary needs

We have fish on the menu and the only meat eaten is chicken beef and lamb.

We do not use any meat in our cooking activities.



The staff serve the food to the children and generally, each child is given a little of everything unless they firmly indicate that they don't want it.

No child is ever forced to eat something they do not want.



WAITING LIST AND ALLOCATION

We have two group rooms for children aged between the ages of 2-5 years and 1 baby unit for children from 3 months to 2 years.

There is a waiting list for parents who would like their children to attend the nursery.

Parent's who live in our area (SE14, SE8 and SE4) are eligible for a nursery place.

TIME-KEEPING POLICY

The times of your child's attendance at Playhouse will be agreed at interview stage and signed.

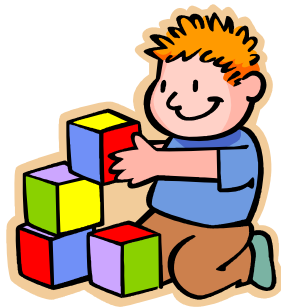
We will not allow your child off the premises with any adult without previous agreement with the registering parent. No child will be allowed off the premises with anyone under the age of 16 years.



SOFT PLAY ROOM

We have a soft-play room at No 7 (Family Support Unit) which is open for the children to use as well as the local community.

It is free of charge and everyone is welcome to come and use it.



NURSERY EVENTS

Every year Playhouse hosts events for both the children and parent/carers in order to raise funds for the nursery,

A typical year would consist of:-

The Sponsored Walk

The Teddy Bears Picnic

QUIZ NIGHT

AGM and Christmas Raffles



FRIENDS OF PLAYHOUSE

ALL WELCOME

The Friends of Playhouse invite you all to attend our meetings where you can meet other parents/carers of the nursery, have tea and biscuits and discuss future fundraising and social events.

Do you have any fundraising ideas?



Can you lend a hand?

If so, come along and support in any way you can!

For more information, please see Maurizio

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