

**Belmont Playgroup Statement of Purpose.**

**About us**

Welcome to Belmont Playcare comprising Belmont Playgroup and Pre-school, Afterschool and Breakfast Clubs. The Playgroup has been in existence for over 40 years, with parents who attended themselves, now sending their own children.

The centre is run by an excellent team of dedicated staff who, not only provide a wonderful environment for the children to learn and develop, but also work alongside our parent-led Board of Trustees. We welcome all parents to become involved, whether that means joining our Belmont Playcare’s Board of Trustees to help with fundraising and general management, or even just coming in for an hour to talk to the children about their own job.

We believe that choosing the right playgroup and Playcare for your child plays a fundamental part in the start of a wonderful journey for your child's development and preparation for the future. Our aim here is to give you a feel for what we do, not only to help you make an informed choice with regard to their education, but also to help you feel confident and happy that your child is being cared for in a warm, friendly and safe environment. After all, we realise that this is often a big step for the parents as well as for the child.

***Ethos***

At Belmont Playcare we provide a secure, caring and stimulating environment where each individual feels valued.

***Aims & Objectives***

We aim to create an inclusive environment which embraces diversity. We encourage development through a range of age appropriate activities in a safe and secure environment where the children can have fun. We aim to help the children to grow in confidence and build self-esteem. We aim to work in partnership with parents, recognising that you are the first educators of your child.

**Playgroup staff information**

In the Playgroup we have at least 3 members of staff at all times meeting requirements set by HSCT with a staff ratio 1:4 of children aged 2-3 and 1:8 of children aged 3-4.

Playgroup staff consists of Playgroup Leader, a Deputy Playgroup Leader and Playgroup Assistant, all of which are highly experienced and well qualified.

**Deployment of Staff**

Before and after the session staff are provided with non-contact time to prepare the room for the children.

This allows the leader to brief the staff as to what activities and areas they will be deployed to for the

 duration of the session.

Staff accompany the children into the building to use the toilet facilities if required when outdoors.

Staff follow accident procedures in the event of a serious incident and are aware of their role.

**Activities and Resources**

Activities offered are from a wide range that are planned to suit children’s age, stage and individual needs and meet

the aims and objectives.

Activities include: Painting, sand, water, craft, mark making table, book area, small world, puzzle and cognitive area

imaginative and malleable area.

Belmont Playgroup provides adult-led and child-led experiences that are planned termly, weekly and daily in

advance. Children’s interests and stages of development contribute to forward planning, reviewing and evaluating

planning. Resources provided assist with topical learning as well as progression through the academic year. Belmont

Playgroup has a wide variety of age appropriate resources for all areas of the session.

Activities are risk assessed for indoors and outdoors.

The daily routine can be found displayed in the room alongside planning.

**Facilities available:** Belmont Playgroup operates in a large room in the Playcare building, we have toilet rooms and a disabled toilet room. There is a kitchen area for food preparation and an outdoor play area that is attached to the building. There are storage cupboards where all play equipment and work done by the children is put away. Outside equipment is stored in a shed on the grounds.

**Visiting the Playgroup**

An appointment can be made with the Playgroup Leader to view the playgroup, meet the staff and gain an insight into the morning routine. There will be an opportunity for your child to attend a stay and play session playgroup before they start in September at a date to be confirmed.

**Routine**

We have free play at the start of the morning until around 11.00 am and children can choose what they play with. We aim to make each session as interesting and stimulating as possible to help promote all areas of the children’s development. A rolling break is offered which starts just before 10am. After 11am we tidy up and follow with a story. We then go outside for physical play. Just before home-time, we return indoors for action songs and rhymes.

**Arriving and Departing \_**

We would ask you to supervise your children closely when arriving and departing to avoid disruption to classes going on in the main school building. Parking in the grounds of Belmont Primary School is not permitted. Please park carefully and considerately as PSNI make regular checks and fixed penalty notices have been issued. Dogs are not permitted in the school grounds.

Children attending **MUST** be picked up by a person aged 18 and over.

**Illness**

If your child becomes ill at playgroup we will contact, you immediately to organise collection. A record will be kept of when the child became ill and the symptoms.

Below is a list of a few childhood illnesses and the exclusion period (a full list is on display on our notice board)**:**

**Chicken Pox -** spots crusted over (usually 5 days from the appearance of spots)

**Impetigo -** until fully cleared

**Vomiting/diarrhoea -** until clear of symptoms (and no earlier than 48 hours afterwards)

**Sore throat -** until physically well

**Meningitis -** until physically well

**ON STARTING BELMONT PLAYGROUP PARENTS WILL RECEIVE INFECTION CONTROL POLICY FOR COVID 19.**

We aim at all times to limit cross infection as far as possible – if your child is feeling unwell please do not send them to playgroup. If you are in doubt about sending your child, please contact us for advice.

**Additional Needs**

We welcome all children with additional needs and have experience in providing support across a range of

needs. However, in some circumstances we may not be able to provide the care and support to best meet a

child’s needs. In such situations this will be discussed with parents, carers and where necessary other

medical and health care professionals.

**Accidents/Incidents**

In the event of an accident at playgroup we will administer First Aid to your child, ensuring that they are reassured and made comfortable. Minor incidents are recorded in our Incident Book and then explained to the parent/carer on arrival for collection who will be asked to sign this record. Major incidents are treated with immediate emergency, seeing to the child, contacting the parents and if needs be resulting in transfer to a medical unit. We will also inform our link Social Worker.

**Support**

The Playcare is run by Belmont Playcare’s Board of Trustees who meet every month. The AGM is held in September, and parents are encouraged to get involved and take an active role – without the Board of Trustees, the playgroup could not exist. Belmont Playcare’s Board of Trustees deal with the management side of the day-to-day running of the organisation, issues regarding premises and staffing etc. They also organise several fundraising events during the year which in turn benefit all of the children, enabling us to replace equipment and purchase new items. Contact numbers for the chairperson and Belmont Playcare’s Board of Trustees members can be obtained from the coordinator.

The staff has support from an assigned Independent Early Years Specialist who inspects us throughout the year to assist, suggest and provide information.

Belmont Playgroup is also registered by the Health and Social Care Trust Belfast (HSCT).

We have an assigned Early Years Social Worker who also inspects the organisation unannounced and keeps us up-to-date on childcare issues. These professionals are there for you too and can help if you have any queries. Registration certificates by HSCT are displayed in the foyer.

**Insurance:**

Belmont Playgroup is covered by public liability and employer's liability insurance the certificate is clearly displayed on the parent’s notice board.

**Parental Involvement and Support**

We welcome parental involvement! You can help in a number of ways, by –

● Completing police and social services vetting forms and coming in to help out with reading stories, joining in play, serving break or talking to the children about your job;

● Joining the Belmont Playcare’s Board of Trustees;

● Helping out at our Christmas party; or

● Joining in fundraising events.

You can also help us promote the smooth running of the playgroup by –

* Bringing and collecting your child promptly,
* **Sending a coat etc. every day** and clearly naming all clothing, especially uniform!
* Keeping your child at home if they are unwell and unfit to attend,
* Encouraging independence at home with toileting, hand washing and putting on their own coat,
* Speaking to the leader promptly about any concerns you may have about your child or the playgroup,
* Making comments and suggestions via our comments book or a staff member,
* Keeping us up to date regarding changes to emergency contact details etc.

**Uniforms and clothing**

The uniform (navy sweatshirt with teddy logo- £15.50) is optional and is available from School Days, 432-434 Newtownards Rd, 028 9543 3725. Wearing of the uniform gives the children a sense of common identity and belonging as well as being practical. We would ask that children are not brought in their best clothes or wearing belts, dungarees, one-piece suits or clothing which makes toileting and the promotion of independence difficult. We keep a selection of spare items of clothing, should your child need changed for any reason, and would ask that these are returned to us promptly.

**Forms and Records**

You will be required to complete several forms when your child commences playgroup, and these include an enrolment form, a toileting policy permission slip, and photograph permission slip. These must be signed by the parent and dated. Please feel free to make notes on the back of the form, or to speak to the leader if you have any concerns, especially in the case of an allergy or medical issues. All information is confidential and is stored securely.

**Policies and Procedures**

We have a comprehensive list of policies and procedures which are available to view on our website [www.belmontplaycare.com](http://www.belmontplaycare.com).There is also booklet in the foyer available for parents to read at any time.

**Child Protection**

We at Belmont Playcare are committed to providing a safe environment where children are protected from harm. Staffs have had further training to ensure they are aware of any issues that may cause children harm. We will comply with Health and Social Services guidelines on Child Protection (Minimum Standards) and follow procedures. We believe that the welfare of the child is paramount.

**Management of Children’s Behaviour**

We at Belmont promote a positive environment, providing age-appropriate activities to engage children in play. Belmont Playcare also has in place a no smacking policy. Any issues regarding behaviour are dealt with in a positive manner ensuring that it is the behaviour that is unwanted, and not the child. A copy of our behaviour policy is available in the foyer.

**Arrangements for complaints and concerns**

We welcome any suggestions and constructive criticism from parents/carers and children to help us

maintain high quality provision, and will act on any complaints in accordance with the complaints

procedures.

**For suggestions:**

Please speak to the Coordinator

**Complaints/Concerns**

However, from time to time a parent/carer or child may find it necessary to follow the complaints

procedures, copies of which can be found in the **parent’s policies** or **follow the flow chart** all of

which are displayed in the foyer.

**Contact Us**

We are located in the grounds of Belmont Primary School and our address is:

**Belmont Playcare (Playgroup), 215 Belmont Road, Belfast, BT4 2AG**

If you have any queries, please contact us on 02890 671050 or info@belmontplaycare.org

Please visit our website where you will find a lot of useful information: [www.belmontplaycare.com](http://www.belmontplaygroup.com)

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