

# Mayflower Playgroup

PROSPECTUS 2018/19



# Greetings from the supervisor

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Hi!

I have been working at Mayflower for over 22 years and been the Supervisor for nearly 12!

I am often asked 'Why are you still there?'

Well I can honestly say each day is very different, watching the children learn through play and interacting with their peers and adults and seeing those 'Wow' moments when a new skill is learnt or they have understood something that will stay with them forever. It is a joy to be part of their development and part of their family.

There are often challenges but with a strong staff team I am well supported in my role.

I hope you enjoy flicking through this prospectus. I always encourage questions, it is often very helpful to me too!

Look forward to hearing from you,

A handwritten signature in black ink that reads "Caroline Nicholls". The signature is stylized and includes a period at the end.

**CAROLINE NICHOLLS**

Playgroup Supervisor

# About

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**Families have been trusting Mayflower Playgroup to nurture their children in the early years of their life for the last 45 years!**

Mayflower Playgroup is part of Christ Church Haywards Heath and as a Christian playgroup we aim to maintain a distinctively Christian ethos and to provide regular teaching about the Christian faith. However, we accept children into the playgroup of all faiths, with no requirements for church attendance. We value each child and aim to provide equal opportunity for the development and growth in self-confidence of each child regardless of their religion.

We maintain a ratio of at least one member of our caring and experienced staff to every eight children; with more staff if there are two year old children present (1 adult to 4 children)

We have a 'child centred' approach to learning, planned around a child's individual needs and interests and informed by regular observational assessment.

## The early years foundation stage



We use the 'EYFS' (Early Years Foundation Stage) framework. The EYFS sets the standards for learning, development and care for children from birth to five. Mayflower Playgroup is also regularly Ofsted inspected. The most recent inspection under the criteria for September 2015 rated Mayflower as "good" with many positive comments from the inspector.

"WE LOVE THAT STAFF CONSTANTLY STRIVE TO LEARN AND UNDERSTAND NEW STRATEGIES FOR THEIR EVOLVING CLIENTELE."

# Learning and development

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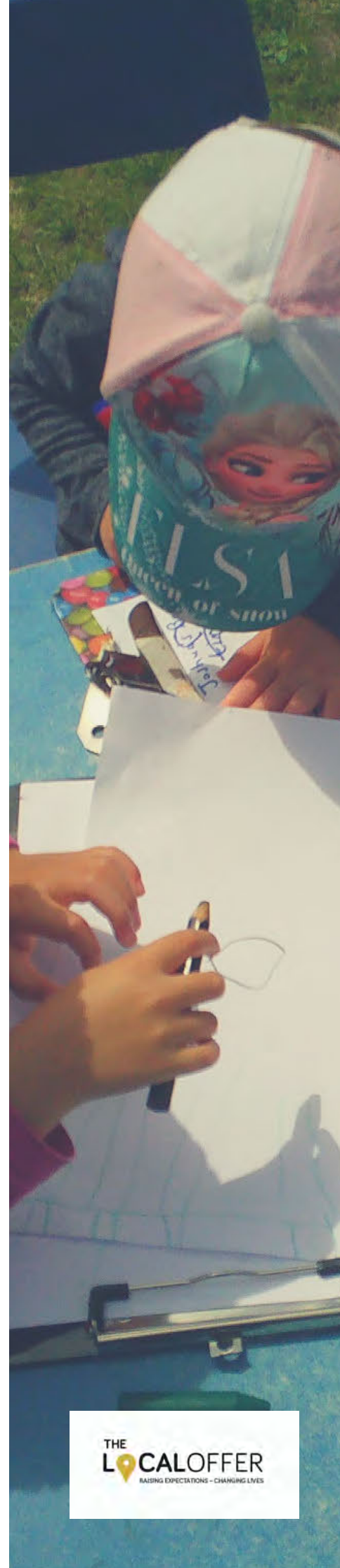
Each child and family has one particular member of staff, 'Key Person', who takes a special interest in them. However, since we are a small staff team we all work alongside the children day to day. Written records and photographs are kept of each child's 'Learning Journey'. Parents are encouraged to tell us their child's new skills or interests so we can use this in our planning for their child. These records are confidential, but individual children's records are available to their parents/carers at all times. When a child leaves our Playgroup a summary of learning is passed to the new setting/school.

Parents/carers and grandparents are encouraged to stay and play with us at Mayflower, even for just an hour. The children really like it and it gives you an idea of how we learn through play and the interactions between staff and children. We also particularly appreciate help on our local outings.

At the end of each term we hold an informal service to which parents/relatives and friends are invited. The children sing, a short bible talk is given and refreshments served. This has proven to be a great opportunity for families to get to know one another.

## **Caring for children with special educational needs and disabilities**

Children with additional needs are welcome at our playgroup. We observe the code of practice for Special Educational Needs and Disabilities (SEND) working with outside agencies to provide individual care tailored to meet the individual needs. Suitable individual care can be discussed with parents/carers. Please visit the section on Local Offer on our website for more information.



# A typical morning at Mayflower

9:15 - 9:30:

Self registration  
Parent/Carer settle child into the indoor learning environment.

9:30 - 11:45:

Play indoors and outdoors with 'free flow' between the different areas  
'Rolling snack time'  
Tidy around time together  
Small group activities

11:45:

Time to tidy up together

11:50 - 12:15:

Gather together time  
Get ready to leave  
Singing /story time  
Talk about our morning and sing the farewell song

12:15:

Collected by parent/carers

12:15 - 13:15:

Lunch club

**FROM SEPTEMBER 2018**

On Mondays,  
Wednesdays and  
Thursdays sessions will  
run until 2:45pm.

# Activities

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Our main activities generally take place in a spacious room and free flow to our enclosed garden.

## **'Dress for mess!'**

Painting overalls and aprons are offered for 'messy' activities, as well as waterproof trousers for outdoor activities.

## **Toys/Items of interest**

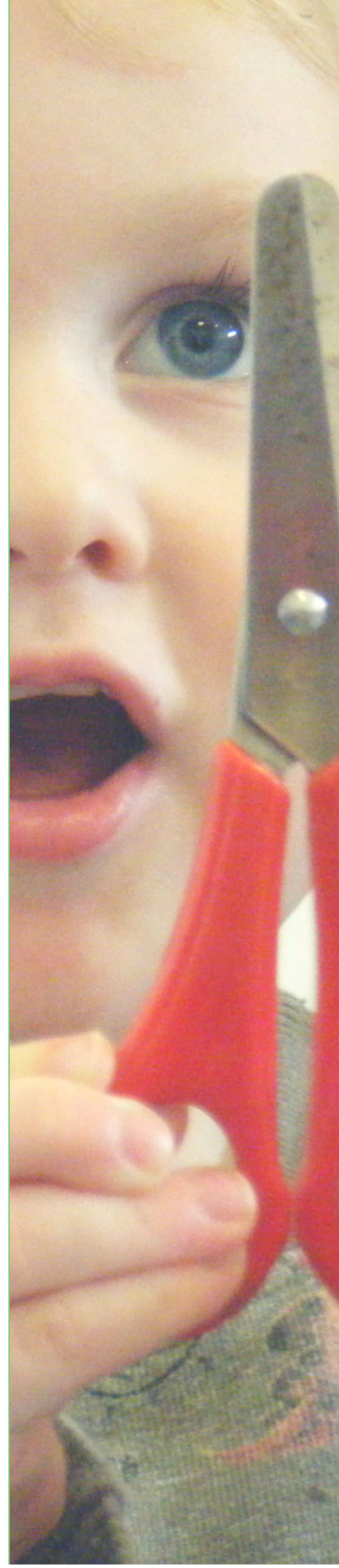
Most children like to bring one of their own toys to Playgroup. These items sometimes feature in our small group activity time creating opportunities to talk or share with friends. We encourage the children to put their item in their own labelled drawer for safe-keeping until it is time to go home. We try to keep toys safe, but cannot accept responsibility for any loss or damage.

## **Refreshments**

We provide fresh drinking water at all times. At snack time we provide a choice of milk or water to drink. The children are then offered a healthy snack. We sometimes experience foods from different cultures. Parents are to advise us of any known allergies or intolerances to food their children have.

## **Outings and visits**

During the year we organise a number of outings to local places of interest. For example, to a local cafe, nature walks, school productions and local parks. Risk assessments are carried out prior to any visits.



# Health and safety

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All our staff are certified paediatric first aiders and attend regular training on safeguarding.

Our admission form, which is completed by every parent/carer, provides us with any details which may be relevant to their child's care. It ensures that we have emergency contact numbers for every child. We do not allow children with infectious diseases to attend Playgroup. If a child is recovering from a tummy bug, we ask that they should not return to Playgroup for 48 hours after the symptoms have stopped. We take advice from HSC Public Health Agency.

We are very security-conscious keeping our doors and outside gate locked during the sessions and opened only to admit authorised persons who sign a visitor's book.

**"THE STAFF ARE SOME OF THE MOST CARING AND CONSCIENTIOUS PEOPLE I'VE MET. THE PEACE OF MIND THAT GIVES ME IS PRICELESS."**

# Playgroup staff



**CAROLINE NICHOLLS**  
SUPERVISOR

NNEB (1983) RGN (1987) APEL (2007)  
Almost 30 years of playgroup  
experience. At Mayflower since 1995.  
Designated child protection officer



**SHIRLEY WOODFIELD**  
DEPUTY

Diploma in Pre-School Practice  
(2001). At Mayflower since 1998.  
Special Educational Needs  
coordinator.



**SARAH KÖNIG**  
DEPUTY

Degree in French; Diploma in TEFLA  
and Diploma in Preschool Practice.  
At Mayflower since 2008.

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## **NIA BEARMAN**

NVQ LEVEL 3 IN CHILDCARE  
AT MAYFLOWER SINCE 2010

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## **ALICE ROLFE**

NVQ LEVEL 3 IN CHILDCARE  
AT MAYFLOWER SINCE 2011

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## **LEILA MARTIN**

BA MUSIC  
QUALIFIED TEACHER (AGE 3-11 YEARS)  
AT MAYFLOWER SINCE 2016

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## **ALISON BILLINGHAY**

DIPLOMA FOR THE CHILDREN AND YOUNG  
PEOPLE'S WORKFORCE  
AT MAYFLOWER SINCE 2016

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## **EDIT SAMSON**

LEVEL 2 CERTIFICATE FOR THE CHILDREN AND  
YOUNG PEOPLE'S WORKFORCE  
AT MAYFLOWER SINCE 2016

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## **LIZ PAWLEY**

TEACHING DEGREE  
AT MAYFLOWER SINCE 2013

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# Fees and how to apply

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## Payment

Please enquire about current fees when you come to visit. Any changes in fees are usually notified during the summer term and takes effect from the autumn term. The West Sussex Free Entitlement can be claimed for the terms after a child's third birthday for 3 and 4 year olds until school. For more information about the different levels of funding, including funding entitlement for 2 year olds, visit [westsussex.gov.uk](http://westsussex.gov.uk).

We require a half term's notice (6 weeks) in writing, if a child is to be withdrawn from Mayflower.

## How to apply

First, we'd love to hear from you so please email [mayflower@cchh.org.uk](mailto:mayflower@cchh.org.uk) to register your interest and book a visit to see the playgroup in action and ask any questions you might have. If you like what you see, and confirm your interest we will then add your child to the waiting list. Your child can start Mayflower anytime after their 2nd birthday. Together we'll discuss a start date and a place will be confirmed. We ask for a voluntary contribution of £15 towards administration.

## Contact us

For further information or to enquire about your child joining Mayflower Playgroup, please contact Mrs Caroline Nicholls (Supervisor) on 07713 117 878 (please do leave a message) or by email to [mayflower@cchh.org.uk](mailto:mayflower@cchh.org.uk).

"LOVE THE  
VIBRANCY  
AND SAFETY.  
MAYFLOWER  
HAS THE  
BUZZ OF  
HAPPY  
CHILDREN  
TALKING AND  
PLAYING."

# Getting ready to start at Mayflower

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The term before your child is due to start you will be invited to visit with your child so they can experience the playgroup environment, meet the staff and start building relationships.

An admission pack will be sent during the month before they will start, arranging times of visits and lots of paperwork to fill in. Some children settle quickly, others take longer we work with the family to make this a smooth transition into the setting.





**We look forward  
to meeting you!**

**FOR MORE INFORMATION VISIT  
[CCHH.ORG.UK/MAYFLOWER](http://CCHH.ORG.UK/MAYFLOWER)**