

# Mayflower Playgroup

PROSPECTUS 2024/5



# Greetings from the supervisor

Hi!

I have been working at Mayflower for 25 years and been the Supervisor for 15!

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, not least with the recent pandemic 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 with a large, circular initial "C" and a period at the end.

**CAROLINE NICHOLLS**  
Playgroup Supervisor

# About

**Families have been trusting Mayflower Playgroup to nurture their children in the early years of their life since 1973!**

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 Statutory Framework for the Early years foundation stage 2021(EYFS). The EYFS sets the standards for learning, development and care for children from birth to five.

Mayflower was awarded '**Good**' in summer 2022.

"My biggest thanks goes to you for teaching, nurturing and guiding my four children and supporting me over the years" (Z)

# Learning and Development

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 observations and photos of play are shared with parents electronically (alerted by email) but we can provide paper copies on request. Parents are given a log in to access their child's information. 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

Coat off/hang up. Wash hands. Self registration.

9.30 - 11.40

Play activities indoors and outdoors. 'Rolling snack bar' is open. 'Tidy around' time together. Small group activities

11.45 - 11.55

Time to tidy up together.

11.55 - 12.15

Gather together time. Bible story and songs. Action songs, Celebrate birthdays.

12.10 - 12.15

Put on coats/Wash hands. Check tray. Goodbye song. Collected by parent/carer (Home Children).

12.15 - 12.45

Toilet time and wash hands. Give thanks to God for food. Eat Lunch together (Lunch and PM children).

12.45 - 13.15

Adult initiated activity & free play.

13.15 - 14.35

Coats on/Wash hands, Farewell song (Home children). Indoor and Garden open (PM children).

14.35

Tidy up, Wash hands. Coats on, Goodbye Song

14.45

Home time!

Mondays-Thursdays  
Friday finish at 1.15pm

Visit our website [cchh.org.uk/mayflower](http://cchh.org.uk/mayflower)  
to watch a video showing a day at Mayflower!

# Activities

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

## 'Dress for mess!'

At Mayflower we provide a mixture of messy activities, painting, sand, mud, dough, clay! We encourage the children to join in and often an apron puts them off joining in. So please send them in suitable clothing for these wonderful experiences.

## 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

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 your child's care. It ensures that we have emergency contact numbers for every child. We ask parents to inform the staff of their child's illness or if they are absent for a day as soon as is practically possible.

We use advice from GOV.UK and their information for 'Managing specific infectious diseases' to work out when children can return to Mayflower after illness. For example with sickness or diarrhoea to return after 48 hours from last sickness or diarrhoea episode.

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.

At Mayflower we take the safety of the children and our staff seriously. We keep updated with all local and national government health guidance, implementing policies and procedures as needed.

"Thank you for giving her learning journey a great start in such a happy place"  
(S & A)

# Playgroup staff



**CAROLINE NICHOLLS**  
**SUPERVISOR**

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



**SARAH KÖNIG**  
**DEPUTY**

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

**NIA BEARMAN**

NVQ LEVEL 3 IN CHILDCARE  
AT MAYFLOWER SINCE 2010

**LEILA MARTIN**

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

**EDIT SAMSON**

LEVEL 3 DIPLOMA FOR EARLY YEARS WORKFORCE (EYE)  
AT MAYFLOWER SINCE 2016

**AMY NICHOLLS**

WORKING AT MAYFLOWER SINCE JANUARY  
2024

**ALEXA UPTON**

LEVEL 3 EARLY YEARS EDUCATOR  
WORKING AT MAYFLOWER SINCE JANUARY 2022.

**SHIRLEY WOODFIELD**

DIPLOMA IN PRE-SCHOOL PRACTICE (2001). AT  
MAYFLOWER SINCE 1998. TREASURER AND BANK STAFF

**MOLLIE BOAR**

WORKING AT MAYFLOWER SINCE JANUARY 2020



# Fees and how to apply

## Payment

Fees are £7.50 per hour (2024/25). The West Sussex Free Entitlement will be claimed for children the term after their third birthday and 30 hour funding for those who qualify. We accept two year funding too.

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 by email to **mayflower@cchh.org.uk** or by completing the 'Initial Enquiry Form' at **cchh.org.uk/mayflower**. We will then arrange a visit for you to see Mayflower 'in action'! We'll then discuss start dates and days to attend with you. 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 the cost of the admission process.

## Contact us

For further information or to enquire about your child joining Mayflower Playgroup, please visit **cchh.org.uk/mayflower**. Alternatively you can email **mayflower@cchh.org.uk** or call: Mrs Caroline Nicholls (Supervisor) on **07713 117 878** (please leave a message).

"With your patience and knowledge my son's communication has grown so much"  
(R & R)

# Getting ready to start at Mayflower

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.

Just before your child starts you will receive an email explaining all about the start dates, items to bring with you and some links to forms 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)

OR FOLLOW US ON INSTAGRAM  
[@MAYFLOWERPLAYGROUP](https://www.instagram.com/MAYFLOWERPLAYGROUP)