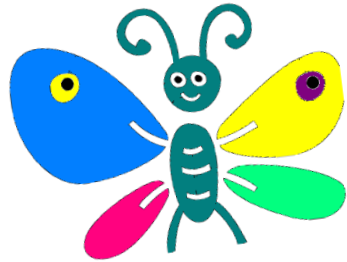
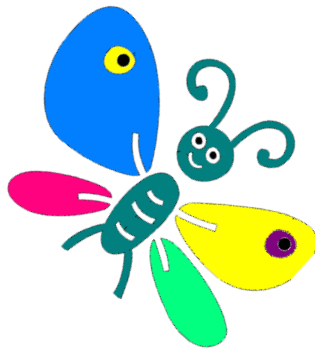


**BUTTERFLIES**



**Community**



**Playgroup**

## MISSION STATEMENT

The Mission Statement of Butterflies Community Playgroup is to work in partnership with parents, guardians, families and the relevant agencies and groups to foster and promote the well-being and development of children in our community.

## OUR AIMS

To provide a secure, warm and child friendly environment where we promote

- ❖ The physical development of the child.
- ❖ The intellectual development of the child.
- ❖ The language development of the child.
- ❖ The emotional development of the child.
- ❖ The social development of the child.

## PLAYGROUP INFORMATION

TYPE OF SERVICE:	SESSIONAL
NO. OF CHILDREN CATERED FOR:	20 - 22
AGE OF CHILDREN:	3 – 5 Yrs
ADULT/CHILD RATIO:	1 – 11
DAYS:	Monday, Tuesday, Wednesday, Thursday and Friday
TIME:	9:15am – 12:15pm 12:15pm – 1:00pm (optional)
REQUIREMENTS:	<u>SMALL</u> lunch box with <u>name</u> on the lid and small fruit drink or juice
RECOMMENDED FOOD:	Yoghurt, fruit or sandwiches.

**No crisps, sweets, biscuits, peanut butter (allergies) cakes or fizzy drinks**

The designated person/s must bring the child to and from the Playgroup. A book for signing in the children will be provided and must be completed every morning. Leaders should be told whenever the child is being collected by a non designated person. Please keep your child at home if he/she is not well or carrying an infectious illness, i.e. chicken pox, measles, mumps etc.

## CURRICULUM

*We operate a Play Based Curriculum which provides for the needs of the whole child, i.e. physical, intellectual, language, emotional and social. Each child's needs are individual and unique and are met with on an ongoing basis through careful observation and the provision of a range of materials, activities and experiences.*

### Facilities provided

Home Corner:	Kitchen, baby care, shop and range of materials for use within.
Library:	Couches and books
Messy area:	Painting materials, sand/water tray
Table Top area:	Jigsaws, beads, shape sorters, pegboards mosaics colours, numbers, problem solving etc.
Construction area:	Lego, mobillo, stickle bricks, wooden blocks, wooden railway, popoids, vehicles and animals
Arts & Crafts:	Crayons, stencils, paper, glue, scissors, stamps and ink

The materials and equipment we use are non toxic and in safe condition. Broken or damaged toys and equipment are removed immediately and replaced as soon as possible. All toys, materials and equipment are non gender specific and aim to promote an inclusive and diverse experience for all.

## ADULT/CHILD RATIO

Butterflies Community Playgroup is a sessional service catering for a maximum of 22 children aged 3 – 5 years.

ADULT	CHILDREN
1	11

## **OPENING HOURS & FEES**

(Sept. 2014 - June 2015)

DAYS:	Monday, Tuesday, Wednesday Thursday and Friday
TIME:	9:15am - 12:15pm
FEES:	€62.50 per week (Children not in ECCE scheme)
OPTIONAL EXTRAS:	Annual Day Trip (€20.00)

## **FEE STRUCTURE POLICY**

Fees are set at an affordable rate

Fees are paid weekly on the first day of the week

Fees are reduced for siblings attending at the same time

Fees must be paid when child is absent

Fees are tailored to meet individual family needs

Fees are reviewed annually.

## PLAYGROUP LEADERS

-

Playleader

Position

Experience

Lynda Smyth



Senior Childcare  
Worker

Involved in  
Playgroups  
Since 1987

Fionnuala Neville



Senior Childcare  
Worker

Involved in  
Playgroups  
Since 1987

Rita Kiberd



Senior Childcare  
Worker

Involved in  
Playgroups  
Since 1987

**All staff and voluntary workers in our playgroup have been garda vetted**

The above have participated and completed one or more of the following courses in the field of childcare.

- I.P.P.A. Introduction Course
- I.P.P.A. Foundation Course
- FETEC Level 5 in Childcare
- FETEC Level 6 in Childcare
- Play & The Developing Child
- Montessori
- First-Aid
- Health & Safety
- Child Protection

**PLAYGROUP LEADERS SCHEDULE**

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Lynda	Lynda	Lynda	Lynda	Lynda
Fionnuala	Fionnuala	Fionnuala	Fionnuala	Fionnuala
Rita	Rita	Rita	Rita	Rita

9:15 - 9:25 Meet and Greet	Time to greet parents and children. The children reconnect with each other and the adults; they choose activities to play with.
9:25 -10:35 Free Play	Time for indoor or outdoor play. Children choose play partners and activities, construction, sand and water, arts and craft, role play, table top activities, books and games.
10:35 -10:45 Tidy Room	Children help put away toys and tidy room for lunch.
10:45 -11:20 Toilet & Lunch Time	Children prepare for lunch; they follow hygiene routines, practice good eating habits, learn self help skills and engage in conversation.
11:20 -11:35 Circle Time	Rhymes and songs. Children act out rhymes and songs together with the play leader
11:35 - 11:55 Structured Play	This is a quieter time. Children sit at tables. They work with table top activities such as, puzzles, peg boards, beads, magnetic boards and matching cards.
11:55 -12:10 Story Time	Time for storytelling, story acting and reading. Stories are told in all sorts of ways.
12:10 -12:15 Home Time	The children get ready to go home. They put on their coats and gather their belongings, sit and chat with the leaders about their day until the doors open.

# **SAFETY STATEMENT**

## **Arrival and Departure of children**

Children must not be left unattended. When entering the grounds children must not be allowed to run ahead or climb any structures. Children must be signed in every morning by the designated person and signed out by a staff member when leaving the playgroup.

## **Activity Equipment.**

Children should be supervised at all times. Faulty equipment should be repaired immediately or discarded. Equipment checked weekly.

## **Smoking & Electrical Equipment**

Smoking is not allowed on the premises. Children are not allowed near any electric appliances. Kettles must be kept in a safe area. Sockets not in use should be covered.

## **Fire**

All Playgroup staff must be aware of fire exits and the location of extinguishers. The playgroup does a fire drill at least once a month. Staff and children must vacate the room immediately on the first signs of fire.

## **Health and General Welfare**

*Children with an infectious illness i.e. measles, mumps etc. must not attend playgroup until the doctor gives the "all clear". Children with gastroenteritis must stay from the playgroup for at least 48 hours*

Playgroup staff must never administer medication to a child unless authorised by the parents. In the event of a child becoming quite ill during the morning, the parent will be contacted and will collect the child. If a child has been very upset during the morning or has had a minor accident, the person collecting the child will always be informed. Playgroup staff must have knowledge of First-Aid. Should a serious accident happen and the Playleader is aware that there may be an injury to head or limb, she will call the Ambulance first then contact the parents. Health and welfare for staff is also considered very important, so a warm and friendly atmosphere should be created where Playgroup personnel can all work happily together.



## **Dates to remember**

October Bank Holiday	Monday 27th playgroup closed
October Mid Term	Tuesday 28th – Friday 31st playgroup closed
Christmas Holidays	Monday 22nd – Friday 2nd playgroup closed
February Mid Term	Thursday 19th – Monday 23rd playgroup closed
St Patrick's Day	Tuesday 17th playgroup closed
Easter Holidays	Thursday 2nd – Friday 10th playgroup closed
May Bank Holiday	Monday 4th playgroup closed
June Bank Holiday	Monday 1st playgroup closed