



## Tansor Playgroup Prospectus 2019

We are a small playgroup in a village location that takes pre-school children from 2 years old up to school age. We run eight x 3hr sessions each week during the Northamptonshire school term times, together with the option for earlier drop-offs or later pick-ups on certain days.

Tansor Playgroup has been in existence for over 40 years and we have established an excellent reputation as a provider of Early Years education. Our team of experienced, friendly, and qualified staff are passionate about providing excellent childcare for pre-schoolers. We deliver the Early Years Foundation Stage Curriculum by encouraging learning through exploration and play. We are able to provide a wide range of opportunities for children in the important pre-school years within a supportive, happy and stimulating environment.

### Session Times and Location

#### **Core Session Times**

Our core session times are Monday - Friday 9am-12pm, plus Monday, Tuesday and Wednesday afternoons from 12-3pm, giving the option of a full day on those days if desired. We also offer the option for those children that would like to remain for lunch on a Monday & Wednesday, but not stay for the full afternoon session, to stay on to eat their lunch with the others from 12-1pm.

This gives a total of 24 hours per week that can be claimed via either the Universal 15 hours Free Entitlement for 3 and 4 year olds, or the Extended 30 hours Childcare for working parents of 3 and 4 year olds. For more details please see the section headed Free Childcare Entitlement.

#### **Extended Hours – Early Drop-Off / Late Pick-Up**

We also offer an optional 8.30am early drop-off and a 3.30pm late pick-up on certain days. Early drop-offs are available on Mondays, Tuesdays, Wednesdays, and Fridays, plus Thursday mornings when sessions are held at Tansor Village Hall (i.e. November – April).

Late pick-ups are available on Mondays, Tuesdays, and Wednesdays.

We require parents who want to make use of these extended hours to sign up in advance per term, as they will only be run if there is sufficient demand, though we may be able to consider ad-hoc attendance in exceptional circumstances.

Please contact us if you would like to take advantage of these longer hours.

#### **Outdoor Sessions – Thursday mornings 9am – 12 noon**

Our popular outdoor sessions run every Thursday morning from after Easter until October half term. These are located in our woodland classroom setting, hosted by the Wildlife Trust

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Registered Charity: 1035283

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at Glapthorn Cow Pasture Nature Reserve. Places on these sessions are currently only available to children aged 3yrs+. Children under 3yrs of age are however very welcome to attend Thursday morning sessions when they are relocated back to Tansor Village Hall from the October half-term until the following Easter.

### ***Drinks and Snacks***

Drinks and healthy snacks are provided at all sessions. Children attending an afternoon or lunch session need to bring a packed lunch with them from home to eat at the start of the session at 12 noon. We have a strict no nut policy for lunches due to allergies in the Playgroup.

### ***Location***

Sessions are held at Tansor Village Hall which can be found at the very end of the Main Street in Tansor. The postcode is **PE8 5HS**. Between Easter and late October, our Thursday morning sessions are held in the woods at Glapthorn. Thursday morning sessions resume at Tansor Village Hall during the winter months.

### ***Contact Telephone Number***

If you need to contact the playgroup during opening hours, please call **07908 378862**. This is the playgroup mobile which is always on during sessions, and messages can be left outside these times if needed.

### **Session Rates**

Our fees are £15.00 per 3 hour session i.e. 9am-12pm or 12pm-3pm.

Lunch-only sessions 12-1pm on a Monday, Tuesday, and Wednesday are £5.00 per session if your child is **not** then staying on for the full afternoon session.

Extended sessions: 8.30am early drop-off / 3.30pm late pick-up = £3.50 per 30 minutes.

For example:

3hrs: 9am-12pm or 12-3pm: £15.00

4hrs: 9am-1pm: £20.00

6hrs: 9am-3pm: £30.00

3hrs plus early drop-off or late pick-up: 8.30am-12pm or 12pm-3.30pm: £18.50

6hrs plus early drop-off and late pick-up: 8.30am-3.30pm: £37.00

We accept payment by cheque, bank transfer, employer childcare vouchers, and the Government's tax-free childcare voucher scheme.

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Fees are invoiced in full at the start of each term, and payment is required within 14 days. We can accept monthly payments if preferred – please contact us to discuss further.

## **Free Childcare Entitlement**

All parents of 3 and 4 year old children are able to claim free childcare entitlement for their children.

Parents of 2 year old children may also be able to claim free childcare depending on their situation and the needs of their child.

### ***Universal 15 hours Free Entitlement for 3 and 4 year olds.***

All 3-4 year olds are eligible for 570 hours a year of funded childcare known as the free entitlement. Funding is spread across three funding blocks a year, up to a maximum of 15 hours a week if the hours are taken during school term times (over 38 weeks). Children are eligible from the first full funding block following their 3rd birthday.

The funding blocks run from:

1st September to 31st December

1st January to 31st March

1st April to 31st August

For example: A child born on the 3rd February would be eligible from the 1st April following their 3rd birthday.

You may choose for your child to take all or part of their free entitlement at a maximum of two childcare providers.

To access this funding you must complete a parental contract at the start of each term, and provide evidence of your address and proof of your child's identity. Funding will then be claimed by Tansor Playgroup for your child.

Any attendance at Tansor Playgroup over the free entitlement hours will be charged at the current session rates. It is not possible to use funded hours for the 30 minute 8.30am early drop-off and 3.30pm late-pick up sessions. These 30 minute sessions will be charged at the rates shown above.

### ***Extended 30 hours Childcare for working parents of 3 and 4 year olds***

The free childcare offer has been increased from 15 hours to 30 hours a week for families where both parents are working (or in the case of sole parents where that sole parent is

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working). The purpose of the increased childcare offer is to support working parents with childcare costs. The funding is available to children in the first full funding block following their third birthday.

There is a simple online eligibility checker that you can complete to see if you are eligible. Please visit <https://childcare-support.tax.service.gov.uk/> and follow the online instructions. Parents have to reconfirm their eligibility on a three-monthly basis. If their circumstances alter and they are no longer eligible then there will be a grace period before the child's funding ends in order to help the child, family and provider to manage the change. For more information please see [www.northamptonshire.gov.uk/30hours](http://www.northamptonshire.gov.uk/30hours)

**Important:**

To claim extended hours funding from April 2019, you will need to have registered before the end of March 2019. To claim funding from September 2019, you will need to have registered before the end of August 2019. Please visit <https://childcare-support.tax.service.gov.uk/> and follow the online instructions.

Any attendance at Tansor Playgroup over the extended free childcare hours will be charged at the current session rates. It is not possible to use funded hours for the 30 minute 8.30am early drop-off and 3.30pm late-pick up sessions. These 30 minute sessions will be charged at the rates shown above.

***Free childcare and education for 2 year olds***

If you are the parent/carer of a 2 year old and receive certain benefits, your child could be eligible for free childcare and education. To find out if you qualify for this funding, please use the simple online eligibility checker at [www.northamptonshire.gov.uk/2yearfunding](http://www.northamptonshire.gov.uk/2yearfunding). This tool will provide you with a reference number that needs to be provided to Tansor Playgroup. Please contact us if you would like to discuss further.

Any attendance at Tansor over the free childcare & education funding will be charged at the current session rates. It is not possible to use funded hours for the 30 minute 8.30am early drop-off and 3.30pm late-pick up sessions. These 30 minute sessions will be charged at the rates shown above.



## Current Availability

We currently have places available for the following sessions:

Monday 9am – 12noon

Monday 12noon – 3pm

Tuesday 9am – 12noon

Tuesday 12noon – 3pm

Wednesday 9am – 12noon

Wednesday 12noon – 3pm

Thursday 9am – 12noon

*(Outdoor sessions from mid-April – end Oct are solely for children aged 3yrs+)*

Friday 9am – 12noon

In the event of a session becoming fully subscribed, we operate a waiting list system for any available vacancies.

## Information we hold about you and your child

We have procedures in place for the recording and sharing of information about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to you and your family.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

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When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

## **The Management of our Setting**

Tansor Playgroup is a registered charity and is overseen by a management committee of dedicated local parent volunteers. Committee members are elected annually by the parents of the children who attend our setting. The elections take place at our Annual General Meeting in the Autumn term. The committee make up the registered person with Ofsted and are responsible for:

- managing our finances;
- employing and managing our staff;
- making sure that we have, and work to, policies that help us to provide a high quality service; and
- ensuring that we work in partnership with parents.

Our Annual General Meeting is open to parents of all children who attend Tansor Playgroup, and you will be invited to attend the AGM each year. It is our shared forum for looking back over the previous year's activities and for shaping the coming year's plan.

As a registered charity we also run fundraising activities and events for the playgroup.

If you would like to get involved with the committee, please get in touch as we would love to hear from you.

## **Policies and Procedures**

A full set of the playgroup's policies and procedures can be found on our website.

## **Further Information**

For further information about the playgroup, or to arrange a visit, please contact us at [tansorplaygroup@yahoo.co.uk](mailto:tansorplaygroup@yahoo.co.uk)