



**Bristol Children's Playhouse**  
Growing Together

## Information for families



## Our aims and Values

*The Playhouse is a place where all children and their families will feel safe, welcome and valued.*

*Every child is celebrated in their uniqueness and are supported to fully access our setting in their own way.*

*Emotional Wellbeing is of central importance to us as the foundation for all further learning.*

*These values are the basis of our practice at BCPH. They can be seen throughout our daily interactions and experiences and will be reflected in the relationships formed here These values are the basis of our practice at BCPH. They can be seen throughout our daily interactions and experiences and will be reflected in the relationships formed here.*

## How we are run...

BCPH is a registered, not for profit charity. We operate by having a Management Committee made up of volunteers. These are mainly parents/ carers who use BCPH for their children. We highly value parent and carer involvement. There are a variety of things you can help with but being on the committee is the biggest support – and essential, as without this structure, BCPH would not be able to run You do not need a specific skill to join the committee but it is a good way to have a say about how your child's setting is run. For further details, please contact our office.



## Policies

BCPH's policies are available in the cloakroom areas. Please see the folder 'policies for parents'. Some key policies are available on our website, upon request and there key snippets within this booklet. We have many policies within the setting which include:

- Safeguarding Children
- Special Education Needs
- Complaints
- Behaviour Management
- Equal Opportunities



If you would like a policy that is not on the website, please ask a member of staff.

## Contact us

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Eastville  
Bristol  
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Tel: 0117 951 0037  
Mobile: 07591 603709

E-mail: [admin@bcph.org.uk](mailto:admin@bcph.org.uk)  
Website: [www.bcph.org.uk](http://www.bcph.org.uk)  
Facebook: [BristolChildrensPlayhouse](https://www.facebook.com/BristolChildrensPlayhouse)

Registered Charity: 1179331  
Registered Company number 05400153  
Ofsted Number: EY308614

## The learning environment

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- Our learning environment is arranged to offer children a wide variety of learning opportunities. Children are encouraged and supported throughout the sessions to explore and focus; developing their skills and interests
- We follow the Early years Foundation Stage and ensure that our continuous provision supports all 7 areas of learning to give children is broad and varied experience.

## Our daily routine

**Free flow indoor & outdoor play:** Learning through play, the children initiate which room/areas and resources they use as well as the outside environment. Adults extend and build upon children's ideas through observations and practical support

**Snack Time:** This provides a social opportunity to sit at a table and share fruit and a drink together. Please bring snacks for your child/to share.

**Group Time:** This is a time to listen to stories and join in action songs or rhymes, talk together and undertake celebrations.

**Nappy change/Toileting:** We kindly ask that you provide nappies and wipes (if your child wears a nappy) and a full change of clothes for your child. We will check your child throughout their session and work you and your child towards their independent toileting.

**Lunch Time:** If your child is attending all day, there will be an opportunity for your child to enjoy a healthy packed lunch they have brought from home with others. We have a no nuts policy

## Your child's nursery place

Eligible 2 year olds are entitled to 15 hours per week, term time funded by the Free Funding Entitlement (FFE) from the Government.

All 3 and 4 year olds are entitled to 15 hours per week, term time funded by the Free Funding Entitlement (FFE) from the Government starting the term after they turn 3 years old.

Some 3 and 4 year olds may be entitled to 30 hours funding per week funded by the Government depending on circumstances.

- Cancellations: If your child is ill or unable to attend a booked session, you must notify BCPH as soon as possible - there is an answerphone for messages when staff are unavailable or call our mobile 07591 603709.
- If you no longer require a place for your child at the setting, we require a month's notice of cancellation.
- Late collection fees start at 12:05 for morning sessions and 3:05 for afternoon sessions and are charged at £5 for every five minutes.
- If you wish to move your child to another nursery, you must give us as much notice as possible. The 2 year old funding is provided on a term by term basis. Funding for your child's new nursery place will commence the term after they leave us.

### Self Funded Places

- Fees are charged per session, one session is 3 hours either 9-12 or 12-3.
- Fee payers will be invoiced a month in advance with payment due by the end of the month via BACS transfer, cash or cheque.
- For further information, please see our admissions policy.

- Your child's learning diary is a record of their achievements and available for you to look at any time. We will provide opportunities for you to talk about your child's progress with their key person at regular intervals.

We encourage parents/carers to:

- Work with us in the preschool. For example with cooking, music, story telling, ICT or other activities.
- Help us to collect interesting materials – natural materials like shells, bark, pebbles, fabric etc.
- Borrow books to take home and share with your child.

A regular newsletter will help to inform you what is happening across the Playhouse and Community.

### All parents/carers MUST:

- Inform us of any changed circumstances which may affect your child/ren
- Let us know of any changes of address or phone number
- Call us if your child will not be attending a session.
- Inform us if anyone other than yourself is collecting your child from the Preschool. We cannot allow your child to leave the Preschool with a 'different' adult without your prior consent.

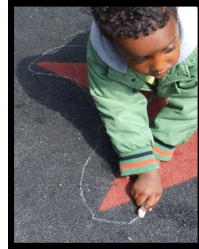
If you have any queries or complaints at any time, please do not hesitate to talk to a member of staff who will endeavour to put you at ease. BCPH has a parents complaints policy in place, which can be reviewed upon request.



## Attendance at the Playhouse

Punctuality is very important for your child, both at the beginning and at the end of the day. Sessions start at 9am and 12pm. We ask you to be prompt on arrival. **Please note:** if you are late arriving and the session has already begun, we may not be able to let you in immediately. If you are late collecting your child the preschool will implement its late collection policy. Please ask for further information.

- Our Nursery is open Monday - Friday 9-3pm  
We are a term time only setting  
We offer sessions:  
Monday's and Tuesday's 9am until 3pm and  
Wednesday's 9am-12 noon OR Wednesday  
12pm-3pm, Thursday's and Friday's 9am -  
3pm.  
We can also offer 30hrs places for 9-3pm  
daily in our preschool room.



Please be mindful that the team may not always be available to take your call. Please leave a message and we will get back to you as soon as possible. **In an emergency only**, if you need to speak to a member of the preschool staff, please call 07591 603709.

We acknowledge that a parent/carer is the child's first educator and knows their child best. We ask parents/carers to:

- Share with us your child's interests or any 'wow' situations you or your child might have had.
- Work together in partnership with us to support your child's learning and behaviour. Sometimes this might involve other agencies such as Health Visitors, Speech and Language Therapist, etc
- Support us with providing healthy snacks such as fruit, veg or crackers, breadsticks, etc for snack times
- Be interested in your child's work as they are proud of their achievements and share them with us. At preschool this can be found in your child's Learning Diary. Please add comments about their learning .

## Your child's experience at the Playhouse

Our ethos is to offer a supportive and personal approach, providing a community of care and education for children and their families.

Bristol Children's Playhouse is a home-from-home, nurturing setting in Eastville-Bristol with 2 fantastic outdoor learning environments including a private woodland area.

We adhere to the mandated ratios are 1-8, for children in our pre-school, and all staff build good relationships with all children as we believe in quality interactions to optimise children's development.

As well as following a routine that offers a range of activities and resources, we endeavour to enhance all the children's learning by giving them experiences that they may not come across outside of nursery

Our team aim to provide our children with unique learning opportunities and experiences such as trips to Bristol Zoo and Grimsbury Farm. The Dragon Bird Theatre Company are regular visitors to the Playhouse, providing stimulating and entertaining interactive performances. Alongside activities such as caring for chicks, from eggs to hatching!

Our practice is very reflective and child led. Our teams work closely, discussing the needs of our children on a daily basis, adapting routines and practice accordingly, allowing us to adjust our approach to meet individual needs and requirements



## Personal Belongings



- Children are encouraged to explore and investigate in all weather, please bring spare clothes and put your child in suitable clothing/footwear.
- It is essential to name all your child's personal belongings as we cannot be held responsible for mislaid items or broken items
- Dress your child in comfortable clothing. Please do not send your children to preschool in their best clothes as they are likely to get messy. In the interest of safety toggles and drawstrings must not be worn.
- Please provide a change of clothes, nappies, pair of wellington boots, sunscreen and hat and an appropriate coat for all weather
- Please keep sweets, fizzy drinks, crisps, jewelry and toys at home.

## Behaviour

- We encourage children and parents/carers to engage in respectful communication. We do not tolerate any forms of bullying or harassment by children or any adults who use our service.
- BCPH reserves the right to withdraw care if all other options have been exhausted. Please see our behaviour management policy for further information

## Safety & security

- Please shut all gates when you pass through them.
- Please sign your child in and out of the building
- Dogs **MUST NOT** be brought onto the premises, apart from Guide Dogs for the visually impaired.

## Health and Well being

All staff at BCPH have an important role in taking appropriate action in relation to safeguarding children e.g. liaising with health visitors, First Response and child protection agencies.

### Illness

Please do not send an unwell child to Nursery.

- **Please telephone us** if your child is ill and will not be attending
- In cases of sickness or diarrhoea please keep your child at home until they have been 'clear' of either/or for 48 hours.
- Please inform us if your child becomes unwell—especially with an infectious/contagious illness. I.e: Foot and mouth, conjunctivitis, chicken pox etc
- If your child has any allergies eg nuts, plasters, any dietary requirements or any medical needs including asthma please inform us. A care plan will need to be completed **PRIOR** to your child's attendance at BCPH. We will not be able to administer any medication without this.



## Healthy eating

- We encourage healthy eating and ask parents to provide nutritionally balanced snacks. Please do not bring any form of nuts as some children might be allergic to them, it includes items such as Nutella or chocolate spreads
- Milk will be offered to your child during snack time and water is freely provided at all time
- We ask all parents/carers to contribute to our snack time—this could be anything from a bag of apples to a box of breadsticks!