

# Welcome to Ladybird Playgroup



We welcome you and your family as you join us at Ladybird Playgroup.

## In this Welcome pack:

- What's on offer.
- Learn about the Ladybird routine.
- How we record your Childs development progress.
- What you'll need.
- Your Childs assigned Keyworker and Buddy.
- The Ladybird Rules.

Our Website



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School Lane, Thriplow, Royston, Hertfordshire SG8 7RH

CIO Registered Charity Number 1162435



## What Ladybird Offers

- **Breakfast Club** is run in the Ladybird Building Monday to Friday for Ladybird Playgroup children aged 3 years plus and the Thriplow School children. 8am to 9am  
A selection of varying breakfasts is on offer every day.  
Early Bugs is 8:30- 9:00, breakfast not included.
- **On Wednesday**, we have a Wild Space/field session in the nature area behind the Ladybird Building or on the school field. (Weather permitting)  
See **Requirements** to find out more about what your child will need if attending this session.
- **Optional Uniform** is available to buy from our uniform suppliers Total Clothing Shop. <https://www.totalclothingshop.co.uk/lbpg>  
Second hand uniform is also available from Ladybird for 50p each, just ask a member of staff.
- **Stay and Play**- If you would like to stay and play with your child, we welcome you to, just let a member of staff know the day and time you would like to do.
- **Library Book**- We provide your child the opportunity to choose a different book from our library once a week. “If you read just one book to your child a day, they will have been read 1825 books by their 5<sup>th</sup> birthday.”
- **Existing Injuries** - Ask a staff member for an ‘Existing Injury’ form, this form MUST be filled out in detail and given to a member of staff before leaving.



## ABOUT LADYBIRD PLAYGROUP

- Ladybird is open Monday to Friday, term time only.
- Offered session times: (Availability may vary)

	Times
Monday	
Tuesday	9am to 3:15pm
Wednesday (‘Wild-Space/Field’ session)	9am to 12noon 9am to 1:15pm
Thursday	12noon to 3:15
Friday	

- When the bell rings, the gate is opened for the children to come into the setting - parents/carers are welcome. We encourage the children to find their own named peg to hang their coats and bags on. There is a shelf for lunch boxes and a table for water bottles.
- On entering the main room, we ask the children to put their name card on the registration board and then once all children have arrived, we join in the book corner for a quick group time. During this time, they find out about the activities available on that day (e.g., topics, Celebrations, outings, visitors, etc) and who the ‘Helper of the Day’ is going to be.
- After registration, the children have free flow of both the inside and outside areas; where they can self-select a variety of activities/toys, as well as adult lead planned activities.

We carefully plan learning opportunities at Ladybird, linking them to children's interests, as well as topics that will give them an opportunity to explore something that they might not have experienced or been interested in before. Key workers and Buddies support them to achieve their individual Next Steps by creating activities to help them do this.

- Snack is at 10:30am. We join in the book corner to give the children the opportunity to discuss or show us how they are feeling that day by hanging up their named happy/sad ladybird, handed out by the helper.
- Then sit at the snack table as a group to enjoy a wide variety of healthy snacks, Donations for a healthy snack are welcomed.
- After snack, we get back to our play activities, whether it be in or outside.
- Lunch is at 12 noon. We encourage the children to help tidy up before, stopping as a group to enjoy our packed lunches.
- After Lunch we continue the free flow activities and encourage the children to make their own choices.
- Before home time, the children are asked to help tidy up the toys and then have quiet time activities to choose from (e.g., Song/Nursery rhymes, small group activities, music and movement, stories, building with resources, colouring, puzzles etc.) Ladybird Playgroup closes at 3.15pm.
- Late pickups from your arranged session time will cause you to be charged a late fee. So please make sure you are on time.
- Please note that the gates into the school playground will be locked at 9:10am and reopened at 3:05pm. If you require access to Ladybird out of these times, please call us on 01763 208055 or go to the school office.

## HOW WE RECORD YOUR CHILDS DEVELOPMENT PROGRESS

At Ladybird Playgroup we use the 'Tapestry' Online Learning Journal to record your child's Development progress. On your child starting with us at you will be sent an email asking you to make a password for your child's individual account. If you have any difficulties, don't hesitate to contact us.



### What's on Tapestry?

- 🐞 What your child's been doing at Ladybird through Observations in the form of text, pictures, or videos.
- 🐞 Find out what Next Steps your child has been set.
- 🐞 Your child's achievements and WOW moments.
- 🐞 See friendships grow.
- 🐞 Development Reports will also be put on here for you to see.

### What you can do:

- 🐞 Like  and comment on observations.
- 🐞 Share with us any exciting news by adding your own observations e.g., Outings, a new skill, or any other WOW moments.
- 🐞 Share anything you are working towards at home with your child e.g., toileting, riding a bike, being more independent with dressing themselves etc.
- 🐞 Ask questions/ add comments/ share any concerns you may have.

### What Tapestry can do?

- 🐞 Give you a greater understanding of what your child is working towards at Ladybird.
- 🐞 Prompt discussion with your child about their day (helping with Communication, Speech, and Language).
- 🐞 It allows for excellent two-way communication between yourself and your child's Key Worker/Buddy.

Any difficulties or questions about Tapestry, please ask a member of staff or email us.

[Ladybirdplaygroupthriplow@gmail.com](mailto:Ladybirdplaygroupthriplow@gmail.com)





# Tapestry Accident Forms

## Why Ladybird has decided to use Tapestry's Accident Forms

We have decided to go over to the online Tapestry Accident forms instead of using paper copies because...

- It will be better for the environment as we will be using less paper.
- Accident forms won't be mislaid.
- Whoever picks your child up will be asked to sign a copy after reading.
- It will be more beneficial to all Parents/Carers to be notified of the accident.
- After an Accident form has been signed an electronic copy will be available for you to see on your child's Tapestry account.

## How it works

1. At the time of the accident, the Paediatric First aid trained member of staff who dealt with the accident will fill out a Tapestry Accident form.
2. When your child is picked up, the parent/carer will be asked to read through the accident and sign to say they have been notified.
3. The Accident form will then be automatically visible on your child's Tapestry learning journal under the 'Accidents' tab.

## What you need to know

- Whoever is picking up your child will be asked to sign.
- We advise you turn on your 'Push Notifications' so that you will be notified when an accident form is added. You can do this by changing 'Notifications' in your child's Tapestry Online Learning Journal account.
- Note that once the Accident form has been signed only the Parents/Carers with a Ladybird Tapestry account for the child will be notified.  
So, if you would like to add another Parent/Carer to view your child's Tapestry account please let us know. We would need to know the persons full name, relation to the child and email address to be able to set them up with an account, where they would be responsible for activation by making a password.

If you have any questions or want to add another Parent/Carer to your child's Tapestry account, then please send us an email.

**We will be starting the Tapestry Online Accident Forms from April 2025.**

For support with activating notifications if you haven't already, please see below.

## How to enable Push notifications on the Tapestry App

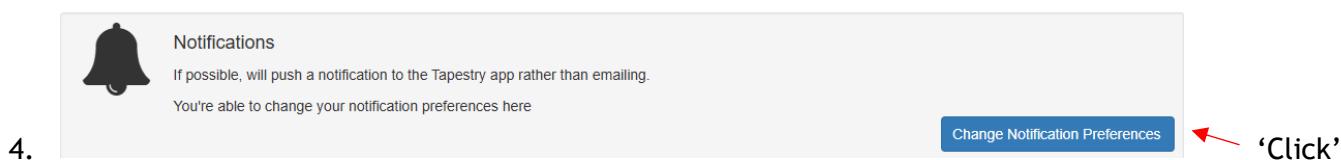
1. Log into your child's Tapestry Account via the app on your phone.
2. At the bottom of the screen, you will see these tabs. Click on 'You'.



3. You will then see lots of tabs, click the one that says 'Enable Push Notifications on This Device'
4. Then switch on 'Permission from You'
5. Click 'Done' at the top of the page

## How to enable Notifications on Tapestry web page

1. Log into your child's Tapestry Account via web page.
2. Go to the drop-down button at the top left of the page.
3. Click on 'Edit Preferences'



### To 'Change Notification Preferences'

5. Scroll down to 'Accident Entry Attention Request', click on the Dropdown button and select 'Immediate Email'.
6. Scroll down to the bottom of the page and press 'Save' to save changes.



## REQUIREMENTS

- What your child will need during their sessions at Ladybird:

Monday	<u>All Days:</u> Named water bottle (we encourage just water), a lunch box with cold pack (if staying over the lunch session - we are a <b>No Nut Setting</b> ), Nappies/pullups (if required), Change of clothes (for water play or accidents), Sun hat/named suncream/coats.
Tuesday	
Wednesday	
Thursday	
Friday	<u>Wild Space Session Extra:</u> <b>All in one jumpsuit or waterproof trousers and coat, Wellie boots, Change of shoes and clothes.</b>

- We ask that you don't send your children in wearing opened toed sandals/shoes or crocs due to health and safety.

## LUNCH BOX

We encourage healthy eating at Ladybird, here are some examples of what you could put in your child's lunch.

- Sandwich/wrap/pasta/cheese and biscuits...
- Fruit and vegetables...
- Crisps/breadsticks/cereal bars...
- Yogurt/cheese....

Cool packs are recommended as we don't have sufficient room in the fridge.

We are a **No Nuts** setting and **No Sweets and/or Chocolate bars** in lunch boxes, due to us encouraging healthy eating.



## YOUR CHILDS KEY WORKER AND BUDDY

At Ladybird Playgroup all staff are actively involved in the day-to-day care of every child.

However, we do allocate a Key Worker and Buddy to each child. The Key Worker is responsible for ensuring your child's Early Years Foundation Stage (EYFS) record on Tapestry is kept up to date, as well as planning for the specific needs and interests of your child.

If there is a time when the Key Worker is not in setting the Buddy will take over their role.

Feel free to contact us by email, via Tapestry, or calling Ladybird Playgroup if you have any questions or queries.

Tapestry is a fantastic tool to keep a two-way communication link between home and Playgroup, and we would love to hear more about what the children get up to at home.

### **Your child's assigned-**

#### **Key Worker:**

#### **Buddy:**

Your child's Keyworker and Buddy will be assigned on starting the setting. You will receive a Welcome pack identifying this, as well as receiving a memo on your child's Tapestry account.



Sharon McGinty



Alice McGinty



Georgie Sims



Rachael Bray

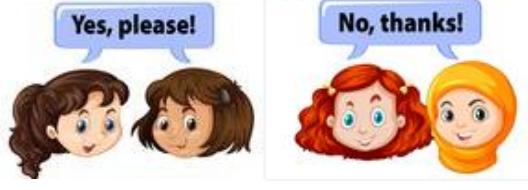


Karen Brogan





## THE LADYBIRD RULES

<b>Good listening</b> We listen to what the Adults ask or tell us. They are looking after us, so we Do Not speak rudely to them. 	<b>Kind Words</b> We DO NOT speak rudely to adults or our friends. 	<b>Kind Hands, feet and Teeth</b> We Do Not Hit, Kick, Pinch, biting anyone. 
<b>Turn taking</b> We use the timer to help us share with friends. 	<b>Walking inside</b> We have walking feet on inside. 	<b>Indoor voices</b> We Do NOT shout inside. 
<b>Help to tidy up</b> We work as a team to help to tidy up all toys. 		<b>Kind to our Friends</b> We play nicely with our friends and don't leave anyone out. 

