



Welcome to Marsh Toddler Group. We hope that you find the group friendly and a great place to meet new friends and introduce your children to other babies and toddlers. The group was formed in Summer 2008 to provide links with the school for children who will be coming to our nursery, to provide access to community resources for some parents and families who are isolated and to give children a taster of what being in nursery is like. We aim to ensure that parents, carers and children have fun!

We currently run one session a week on a Thursday afternoon from 1:15 to 2:45, during term time only.

### Admissions

- We can take up to 40 children with the parents or carers.
- All children must be accompanied and are the responsibility of their parent, carer or child minder at all times.
- Priority is given to children who will be attending our nursery or children who have siblings already in the school.
- Children must be under school age.
- We do not accept children who accompany parents/carers if their own school is closed as we cannot cater for their needs.
- There is a waiting list should there be more than 40 children on our register.
- Child minders are very welcome to attend with their children as full active members of the group.

### Charge

We charge 75p per child, per session. There is no charge for babies - we charge when they are able to walk.

This money goes towards buying refreshments for the children, coffee and tea, purchasing more equipment for the group and other expenses. All parents and carers must sign in the register and pay upon entry.

## **Committee Members**

The Toddler group is run by a dedicated team, who are also parents, supported by Becky Morrisson, (Head Teacher), and the school. They are:

Sharon Crawley  
Beccy Thomson  
Carolyn Nicholson  
Zahida Aslam

## **Health & Safety**

- The fire bell is a continuous sound. If the fire alarm goes off, all parents and carers must leave the hall by the back fire door. They should not pick up any possessions. The registration book must be taken out by a committee member and a register must be taken to ensure that all parents, carers and children are safe. This must be given to the Head Teacher or senior member of staff.
- Parents and carers must keep a close eye on their children at all times and have sole responsibility for them. A health and safety audit has been carried out.
- The group has a first aid box for minor cuts and bruises kept in the family room. Ice packs are kept in the fridge in the medical room. Please ask a committee member if you need one. If your child needs treatment, we need to write down any details in the accident book kept near the first aid box. If there is a more serious accident, this needs recording in the school accident book.
- Marsh school has fully trained staff who can deal with medical emergencies. Please contact a committee member who will contact the school office.
- Please do not go to any other part of the school unless you are given permission by a senior member of staff.
- Do not allow older children to disturb the babies.
- Buggies must be parked in the designated area.
- We need to make sure that the hall is left in a clean state so it is easy for the school staff to clean it later. Everyone is responsible for clearing up.

## **Drinks & Snacks**

A time is set aside for the children to sit on the carpet and enjoy a drink and a snack whilst listening to a story. Please bring a named cup or beaker for your child suitable for their age. The beakers should be taken home to be washed. We provide juices, water and milk for the children. There is tea and coffee available for the adults. Please help your children to sit on the carpet and enjoy the story.

## **Toilets**

There is an adult toilet in the family room. We provide potties for older children who are being toilet trained, these must be cleaned and disinfected after use by the parent/carer. We also have a baby changing mat. Parents and carers have to provide their own nappies, liners, cleaning materials and nappy bags. All nappies must be taken home at the end of the session as we do not have facilities to dispose of them safely. There is a spray to disinfect the baby changing mat after use.

## **What we do - Timetable**

1:15 - 1:45 Children play

1:45 - 2:00 Drink, snack and story time

2:00 - 2:20 Children play and coffee time for parents and carers

2:20 - 2:30 Tidy up time (Please make sure that you encourage your child to tidy up and that you help too! Many hands make light work!)

2:30 - 2:45 Singing time

## **Activities we offer**

We aim to offer all the different areas of learning; personal, social and emotional development, communication language and literacy, mathematical development, knowledge and understanding of the world, creative and physical development.

There is a wide range of play activities set up which include a baby area, ride on toys, dressing up, construction, puzzles and a creativity/activity table.

## Your Help

We all need to help to make sure that the sessions are run smoothly. This is a group run by parents for the parents. The school is directly involved and Mrs Morrisson is a member of the committee.

We rely on all parents and carers to support each other especially in making drinks and tidying up. This makes the group more enjoyable for everyone.

**Have Fun!**