

## **Flagg Nursery School – Friends of Flagg Tiddleypeeps Constitution 2018/19**

All Tiddleypeeps facilities are run by the Friends of Flagg, the PTFA. The group is run on a voluntary basis by parents for parents. As far as is practical we will adhere to the policies of Flagg Nursery School.

### **Introduction**

Tiddleypeeps is a parent/carer and toddler group aimed at children aged from birth to five years, but open to all ages of children provided they are accompanied by a responsible adult. Tiddleypeeps is open access, and does not require children to be pre-registered. Sessions are Tuesday mornings, 9am-11.30, in the village hall adjacent to Flagg Nursery School. There is a small cost to attend of £2.00.

### **Aims**

The aims of the group are to:

- help children develop their potential; through positive social, emotional, physical and intellectual experiences by providing a stable, secure and relaxed environment for parents and children.
- maintain high standards at all times.

The group is run by volunteers and shares use of the community garden.

### **Promote Children's Learning and Development**

Tiddleypeeps

- provides play activities and learning experiences suitable for children aged from birth to five years.
- builds learning into everyday activities
- supports and complements what children learn at home

### **Fees and Payment**

Session fees are £2.00 per family and are paid on the day of the session attended. This will cover snacks, drinks, and resources such as paper, paint, glue, play dough and replacing worn out toys and books.

### **Supervision**

Children are the responsibility of their parent/carer whilst attending Tiddleypeeps. Children should never attend unaccompanied, or be left unattended. Parents are kindly asked to ensure that children behave appropriately whilst having fun.

### **Complaints Procedure**

The Friends of Flagg group believes that most complaints are made constructively and can be sorted out at an early stage. We aim to maintain a regular two way flow of information with parents. Complaints will be taken seriously and dealt with fairly and with an open mind. When a complaint has been made we will endeavour to resolve the matter immediately.

Complaints may be made by:

- Speaking to the Headteacher.
- Writing to the school

## **Organisation**

The group is run by the PTFA (Friends of Flagg) on a voluntary basis.

Activities will be set out by the volunteers. Snack and milk will be provided by the Nursery School and resources for craft and other activities can be taken/borrowed from Nursery eg paints, glue, paper, construction kits, books, puppets, story sacks.

## **Suggested Timetable**

**9.00-10.30 free play**

**10.30-11.00 Outdoor play (including little tikes cars etc in courtyard if preferred) At this time some parents can tidy toys away and prepare snack whilst someone else supervises their child in the garden**

**11.00 snack**

**11.15 songs and story (volunteer needed to lead and read!)**

**11.30 large scale toys out: little tikes cars, tunnels, tents, balancing beams**

## **Health and Safety Considerations**

- The gate to the village hall car park is to be kept closed for the duration of the session to prevent children from running onto the road
- There will be a secure entry system in place so that strangers cannot walk straight in to the hall.
- Hot drinks are to be kept out of the reach of children on windowsills or preferably on the hatch to the kitchen
- Children are to sit down for their snack (no running with food in the mouth)
- Parents/carers to supervise their child at all times or ensure that another responsible adult is supervising their child
- If possible furniture is to be put away when children are out of reach eg when they are in the garden or sitting down for singing/story. Where possible 2 people to put tables away.
- The village hall must be left clean and tidy, ready for the next users.
- Resources borrowed from nursery must be returned at the end of the session
- The village hall must be locked up with heaters turned off at the end of the session and the keys returned to nursery
- There will be a rota of at least 2 FOF taking responsibility for the running of the session each week: if they are to be absent, the what's app group can be used to re-arrange the rota. Nursery staff will not be able to cover the sessions as they are all needed for nursery ratios. However, the nursery school staff will aim to get involved by running singing/story/special interest sessions such as Spanish, Makaton signing, sports sessions.