



## Admissions Policy and Guidelines for Places

The group (formerly Almondbank & Pitcairngreen Playgroup) is located in the Old Schoolhouse opposite the green in Pitcairngreen. It has been in existence for over 30 years, providing an enjoyable and integral service to the community. We are a member of the Scottish Pre-school Play Association (SPPA). We became a Partner Provider in 1997, which allows us to provide pre-school education, and we work closely with Perth & Kinross Council's Education and the Social Care and Social Work Improvement Scotland. We are registered for 24 children per session aged between 2½ and 5 years of age.

Our opening hours are from Monday to Friday 9.15am - 11.45pm. These sessions take place during school term times, excluding in-service days, school half term breaks, and public holidays etc.

Our sessions are structured to provide a pre-school education. Children are entitled to government funding in the first term after their third birthday. Our younger children enjoy a more informal session. Where possible, your child will be allocated a place as requested. When this is not possible, e.g. you would prefer a particular day but there are no vacancies, you will be offered another day and placed on the waiting list for your preferred day.

It is the policy of the group to admit children who are still in nappies. Parents will be made aware of this policy and asked to sign the "Parent Toileting Consent Form" and return it to the group. Our aim is to maintain the dignity, privacy and welfare of the child at all times. If a soiled child has been changed parents/carers will be informed when the child is collected and the incident will be recorded and signed by the staff member and the parent/carer. Parents will be asked to provide adequate nappies, wipes and creams and a change of clothing in a bag clearly marked with child's name on a daily basis.

Government Funding is available for Pre-school and Ante-pre-school children for 40 weeks of the year. A small charge of 35p per day is applicable to cover costs of the mid-morning snack.

<b>FEES</b> (Fees will be frozen until December 2011 and reviewed for January 2012.)	
Non-Funded child	£ 6.75per day ( including snack)
Funded child	£ 0.35p per day to cover cost of snack
All children	There is a £12.00 annual administration fee applicable for each child payable over 4 terms at £3.00 per term.

When children are included on a trip or event on a day they would not normally attend, normal fees will apply.

If a child does not attend regularly and payments are not kept up to date, the committee has the right to offer the place to another child. In the case of you withdrawing your child from the group, please notify the manager as soon as possible. Your child's place can then be re-allocated.

### AIMS OF THE GROUP

In the group, the Early Years Practitioners will care for and nurture your child. Within their planning they endeavour to achieve the following:

1. To provide a safe hygienic environment where children can independently develop intellectually, emotionally, spiritually, physically, creatively. (*Resources*)
2. To create a quality curriculum in which children can learn and explore through free play and choice of activities within the Playgroup. (*Curriculum*) (*Children's Development and Progress*)
3. To develop opportunities to explore their surroundings, resulting in awareness and appreciation of the environment with the involvement of parents / carers, and activities with members of the local community (*Ethos*)
4. To extend learning opportunities through use of trips and external visitors. (*Ethos*)
5. To ensure the children have play opportunities to express their ideas and feelings. (*Development and Learning through Play*)
6. To assist the children in the development of confidence and self-esteem through the support of qualified staff. (*Curriculum*)
7. To provide the children with skills necessary to ensure the smooth transition from informal to formal learning. (*Child's Development and Progress*)
8. To encourage Parents/Carers to be involved with the group's activities and their child's progress within the group. (*Ethos*)
9. To evaluate the work of the group and improve standards and quality of provision. (*Management Leadership and quality assurance*)
10. To encourage and support learning and development through play taking into account needs and interests of the children. (*A.D.S.L*) (*Support for children and families*).
11. To encourage healthy well-being through snacks and teeth hygiene. (*Child's development and progress*) (*Support for Children and Families*).
12. To provide all staff with annual Child Protection training. (*PIP's*) (*Resources*).
13. We aim to fulfil the "Curriculum for Excellence" (CfE).

### Outdoors Play

Children have supervised access to outdoor garden facilities. Here there is a varied selection of toys and activities including a Wendy House, climbing frame, slide, sandpit, prams, bikes, art and crafts. The group exercises an “All Weather Outdoor Play” policy.

### Voluntary Duty For Parents/Carers

Duty is voluntary. You are more than welcome to come into the playroom to play with the children and perhaps help out the Early Years Practitioners with a few things as often as you want to. Your help will be very much appreciated and you will also get the chance to see what the children are doing in the playroom. You may even have a skill to share that you think the children will enjoy. To arrange this speak to the Manager or the Administrator.

### Committee

The group is a Scottish Pre-School Play Association run group, owned and managed by the parents and carers of the children who attend. The main advantages of a committee run group are that the responsibilities and decision-making are shared. There are no special skills or qualifications required to be on the committee.

### Fund Raising

The group has charity status therefore we are required to have a fund raising programme. There is normally a Christmas Fayre in December with occasional smaller events throughout the year.

### If your child becomes ill at the group

The staff will phone you immediately if your child becomes ill or has a serious accident. If they are not able to contact you personally they will phone your emergency contact number. The staff are not permitted to administer medicines (i.e. Calpol) to children. Prescribed drugs and medicines may be administered only with parent’s written authorisation. (Forms are available from the Manager). Full written user instructions and dosage must be provided by the child’s Doctor. Dosage will not be deviated from the stated dose.

- *Above information taken from the Information Booklet sent to you when your child’s start date is allocated.*

### Criteria for Admission

- Category 1:** Children in their pre-school year or deferring school entry, living within the locality of the group. (2-mile radius)
- Category 2:** Children in their pre-school year or deferring school entry already registered with the group.
- Category 3:** Children in their ante-pre-school year living within the locality of the group. (2-mile radius)
- Category 4:** Children in their ante-pre-school year already registered with the group.
- Category 5:** Children not yet attained the age required to qualify for funding living within the locality of the group. (2-mile radius)
- Category 6:** Children not yet attained the age required to qualify for funding already registered with the group.
- Category 7:** All other children who reside in Perth & Kinross.
- Category 8:** All other children who reside outwith Perth & Kinross.

*N.B. Children are guaranteed to keep their place till the end of the current session. However, they are not guaranteed to retain that place every year. Priority is always given to Pre-school and then Ante-pre-school children.*

### Withdrawal Of Places.

- a) In exceptional circumstances places may be withdrawn. e.g. Where the parent has neglected or ignored the conditions agreed for accepting the place. i.e. fees policy
- b) Children who are not attending on a regular basis without good reason, or who have failed to attend for three weeks consecutively, may have their places withdrawn if no communication has been received by the group in reply to communications for the cause of non-attendance, and if there are other children awaiting a place.

In such circumstances every effort will be made to explain the situation to parents before formally terminating the placement.

Any queries should be addressed to the:

Manager	Ruth-Ann Welsh	07759 840107	pitcairnu5s@gmail.com
Administrator	Linda MacPherson	01738 639690	pitcairnu5s@gmail.com
Chairperson	Catherine Green	01738 582009	catherinegreen0601@btinternet.com

Visit us on . [Http://pitcairnu5s.tripod.com](http://pitcairnu5s.tripod.com)

**Please retain this information sheet for reference. Return the attached Registration form to:  
The Administrator  
Pitcairn Under 5s, The Old Schoolhouse, Pitcairngreen, Perth, PH1 3LR**