



Information Booklet

Session 2011 / 2012

Term	Start	End
Autumn	Tuesday 16 August 2011	Friday 7 October 2011
Autumn Holiday	Monday 10 October 2011	Friday 21 October 2011
Winter Term	Monday 24 October 2011	Friday 23 December 2011
Christmas Hols	Monday 26 December 2011	Friday 6 January 2012
Spring Term	Monday 9 January 2012	Friday 30 March 2012
Spring Holidays	Monday 2 April 2012	Friday 13 April 2012
Summer Term	Tuesday 17 April 2012	Wednesday 27 June 2012

Other Holidays

Date

In-Service Days	Monday 15 August 2011 Thurs 17 & Fri 18 November 2011 Wednesday 15 February 2012 Monday 16 April 2012
Half term (2 days)	Thurs 16 & Fri 17 February 2012
May Day Holiday	Monday 7 May 2012 (TBC)

Any amendment to these dates will be published in the
Newsletter, E-Board and Website

This booklet will be updated when required and the latest version can be found on the website:
<http://pitcairnu5s.tripod.com>

Dear Parent/Carer

Welcome to Pitcairn Under 5s

*This booklet has been prepared to provide you with an understanding of the aims and organisation of the group. The group is a very important place for your child and our aim is to provide a safe happy, **stimulating environment, which will cater for your child's social, emotional, physical and intellectual needs.***



Parents/carers are also invited to contribute to the sessions by sending in any items relevant to the various topics.

When a new child joins our group a prior visit may have taken place. A dedicated (group colour) member of staff will have read the child/parents/carers questionnaire to allow discussion on familiar family or favourite toy to make the child feel welcome. The administrator will also have made nametags /coat peg /toothbrush and name stickers ready to use. The staff member will meet the child in the morning at the door and show them their coat peg and where to **hang their name tag, next they will be shown around the group at the Child's** own pace meeting staff and other children, a visit to the toilets will also be an activity to cover.

When this is happening the playleader in charge will meet the parent/ carer and discuss their plans for the first day, have a quick look around for 5 to 10 minutes, say goodbye then wait outside for a feed back from staff. All children are different.

The child will not be left alone at any time. In the event of the child not settling after the parent /carer has left, the play leader in charge may contact the parent /carer to come back to the group and work with the child and staff to integrate the child smoothly into the group.

We hope you find this information useful and if you have any questions please do not hesitate to ask the Playleaders, members of the committee or our Administrator.



*We hope you and your child
enjoy your time with this Group*

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ABOUT THE GROUP

The group is located in the Old Schoolhouse opposite the green in Pitcairngreen. Formerly Almondbank & Pitcairngreen Playgroup, the group 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. The group is a registered Scottish Charity (SC003575) and we are required to fundraise to supplement funds.

Our opening hours are from Monday to Friday 9.15am - 11.45am. Afternoon sessions may be available depending on demand.

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. Older children may attend both sessions using the wrap-around care service where space allows.

Where possible, your child will be allocated a place as requested. (*Allocation is based on when your registration form was submitted*). When this is not possible, e.g. you would prefer a morning but there are no vacancies, you will be offered a place in the afternoon group (if numbers allow) and placed on the waiting list for morning session.

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 ante-pre-school children.

Children will not be admitted to the playroom before the designated times and it is the responsibility of the parent/carer to transport their child to and from the group. Children must be collected again at the designated time and Playleaders **MUST** be informed if an alternative person has been arranged to collect the child. Your child **WILL NOT** be released to any person other than the nominated person. In the interests of safety and security this person must be over 16 years of age. This is to comply with Health and Safety regulations and the Child Protection policy.

Please Note: The group does not allow toy guns on the premises.

THE MEMBERS OF STAFF

The staff work together as a team to plan the daily curriculum based on the children's interests, past learning experiences and within the Scottish Office "Curriculum for Excellence (CfE) for children in their pre-school and ante-pre-school year".

The ratio of adult to child is 1:5 for children under 3 years old 1:6 children for 3-5 year olds and 1:1 for children with additional support needs.

Some outings will require a 1:2 adult ratio and several parents/carers may be asked to help accompany the children.

All staff members have Enhanced Disclosure Checks.

Staff Members		Qualifications
Ruth Ann Welsh	Manager Has been a member of the team since April 2006	Currently studying 2nd year of 3 year course in BA Professional Development in Childhood Practice (Level 9), Social Sciences. BA (Honours) in Health & Social Care. Early Years Practice. First-Aid, Child Protection Trainer. Makaton Health & Safety Management. Asthma Awareness and Epipen.
Rona Lofthouse	Deputy Manager and Assistant Playleader Has been a member of the team since August 1998	Currently studying SVQ111. SPPA, First-Aid, Asthma Awareness, Epipen, Child Protection
Angela Colville	Assistant Playleader Has been a member of the team since August 2004	SVQ111, First-Aid, Asthma awareness and Epipen Makaton, Child Protection
Jane Ferguson	Assistant / Relief Playleader Has been a member of the team since October 2010	Bachelor of Education with honours. GTC Registered teacher. Has taught primary school children with additional support needs. First Aid, Asthma Awareness and Epipen. Child Protection.
Linda MacPherson	Administrator Has been a member of the team since February 2000	Working knowledge of Word, Excel, Access, Desk-top Publishing, Web design

Linda assists the Committee and Playleaders. She comes into group most days at either 9.00am or 11.45am. She works from home each afternoon and you can contact her there. Notes can also be left in her folder in the mail trolley.

In the event of recruiting new staff, all parents/carers and children are welcome to put forward questions to be asked during the interviews.

FEES

Reviewed at the A.G.M each year.

- AM Session: Non-funded children: £6.75 per session (*Inclusive of snack*).

Afternoon sessions are only available when the AM session is full and a minimum of 9 children are on the waiting list:

- PM Session: Not available at the moment
- AM and PM session (*including wrap-around care. Packed lunch required*): Not available at the moment
- PM Session Casual attendance: Not available at the moment
- Where children attend an extra day in order to attend parties, trips or special occasions, normal group fees will apply.
- Children of Pre-school or Ante-pre-school age who are not funded, may attend an educational trip if it falls on a day they would normally attend, if space on transport allows, for a charge of £2.00 on top of normal group fees.
- Government Funding is available for Pre-school and Ante-pre-school children for 40 weeks of the year therefore there are no fees applicable for these children other than 35p per day to cover costs of the mid-morning snack.
- There is a £12.00 annual administration fee applicable for each child payable over 4 terms at £3.00 per term.

Fees are payable in advance weekly, monthly or termly to a designated Committee member. You will be given a card which **MUST** be presented each time you make a payment. If you are unable to pay directly to the designated person, a cheque may be left with any other committee member. Please do not **leave money in your child's mail folder. Staff are not permitted to accept fees.** See website for Fees Policy

If a parent/carer decides to keep their child away from the group for reasons such as holidays out with normal school holidays or occasional days away, then full payment is required.

In the case of illness or hospitalisation of a child, or a family bereavement, please inform a member of the committee. Payment in full is requested for the first week and a retainer of 10p per session thereafter.

If a child does not attend regularly and/or 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 group, please notify the Manager or Administrator as soon as possible. **Your child's place can then be re-allocated.**

The Administrator should be informed of any changes to details on your original registration form e.g. address, emergency contact person. Change of information sheets can be found in the mail trolley or downloads page on website.

ALLOCATION OF PLACES

Our Pre-school sessions are held in the morning only. To qualify for a government funded place in their pre-school year, the child *must* attend five consecutive 2½hr sessions per week. In their ante-pre-school year the child *may* attend five mornings but *must* attend a minimum of four consecutive 2½ hr sessions per week, Monday to Thursday. Registration will take place each February for the following school year and places are allocated within the following categories in order of priority.

Priority 1	Children in their pre-school year or deferring school entry within the locality of the group. (2-mile radius)
Priority 2	Children in their pre-school year or deferring school entry already registered with the group.
Priority 3	Children in their ante-pre-school year or deferring school entry within the locality of the group. (2-mile radius)
Priority 4	Children in their ante pre-school year or deferring school Entry already registered with the group.
Priority 5	Non-funded children living within the locality of the group (2 mile radius)
Priority 6	Non-funded children already registered with the group
Priority 7	All other children who reside in Perth & Kinross
Priority 8	All other children who reside outwith Perth & Kinross

In relation to categories three and four, if the number of applications are greater than places available, first priority will be given to those who have applied for five mornings per week. The committee will hold a ballot to fill any remaining vacancies.

If you know of anyone with a child that is eligible to attend during the next year, please advise them to contact the Administrator. Early registration is advised.

Registration forms are also available from our downloads page on the website:

<http://pitcairnu5s.tripod.com>

Registration for Primary School for children starting school in August	The January of that year. Please contact your relevant Primary school for registration form and dates
Registration for Funded Pre-School Places for session commencing in August	February till March Places allocated April
Registration for Funded Ante-Pre-School Places for session commencing in August	February till April Places allocated May
Registration forms are available in the hall or on the group's Website. Completed registration forms should be returned to the administrator who will apply for funding from Perth & Kinross Council on your behalf.	



COMMENTS AND FEEDBACK

The group has an ongoing evaluation programme to enable us to monitor our quality of service.

You have received an evaluation form for this Welcome Pack and I would appreciate you taking a few minutes to complete this form and return it with your acceptance form. Comments are always taken into consideration and used where appropriate.

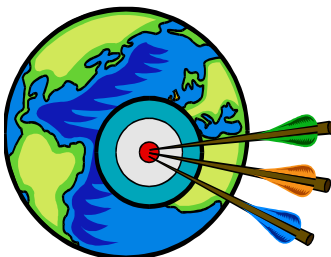
In March each year an evaluation form for the group as a whole is circulated and once again I would appreciate you returning this. The results are published in the newsletter and ideas from parents/ Carers have already been taken onboard to improve the service we provide for you and your child.

If you have any issues regarding playroom activities you should discuss this in the first instance with the Manager. This will enable us to deal with matters quickly and efficiently to enrich the daily running of the group.

The Staff team, Committee members and myself, welcome any suggestions, comments and feedback either verbally or written. Notepaper and envelopes are available on the notice board for this purpose.

Thank you
Linda MacPherson (*Administrator*)

AIMS OF THE GROUP



In the group, the staff 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 Group. (*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).

Curriculum for Excellence (CfE)

The centre bases its aims around providing a high quality curriculum which **promotes children's development and learning**. The centre is now incorporating the Curriculum for Excellence.

- Literacy and English
- Numeracy and maths
- Health and Well-being
- Social studies
- Technologies
- Expressive arts
- Science

The aims of Curriculum for Excellence are that every child and young person should know they are valued and will be supported to become a **“Successful Learner”, an “Effective Contributor”, “Confident Individual” and a “Responsible Citizen”**.

Successful Learners: In the group children will use their imagination and creativity following their own interests. The children will try new experiences and learn from them through exploring and investigating.

Confident Individuals: Children will succeed in their activities with satisfaction of a task being accomplished. The children will also learn to deal with their own safety and risk-taking.

Responsible Citizens: All children will develop to a level of awareness and respect for themselves and others. They will take part in making decisions and through this learn to share, give and take.

Effective Contributors: The children will be recognised for their achievements both at home and in the playroom and will be encouraged to be enthusiastic about sharing these experiences.

To reach these key headings we will be developing child profile books for all the children and this allows staff to highlight their achievements in all **areas**. **Children/Parents/Carers may access the child's own progress book** at anytime throughout the school year.

Information sessions will be held for parents termly.

How These Aims Are Achieved

Your child can choose from a wide range of activities available around the group. These include the following;



Art/Craft



Role Play



Stories



Pet Care



Gardening



Trips



Visitors



Music



Puppetry



Free Play



Outdoor Play



Water Play



Dance & Games



I.C.T.



Snack Prep.



Sand Play

The garden is currently being redesigned and when it is finished, children will have supervised access to outdoor garden facilities. There will be a varied selection of toys and activities including a Wendy House, climbing frame, slide, sandpit, prams, bikes, and crafts. The group's pets Sid the Guinea Pig and Tito the tortoise are always popular.

The Playgroup exercises an "All Weather Outdoor Play" policy. Suitable seasonable items should be provided. e.g. Sun cream., hats, gloves and scarves.



Please refer to our "Sun Smart Policy".





Group Time

The children are divided into groups led by a designated practitioner. Each leader is responsible (in conjunction with the other practitioners) for assessing and evaluating the children in their group. Progress reports are available verbally at any time and in written form at the parents/carers evenings for funded children in May. A Pre-school report is sent to the school during your child's final term at group. Parents of all children, funded and unfunded, may make an appointment with the Manager for a progress report throughout the year. Thursdays are preferable however an alternative arrangement may be made.. Any concerns or queries within the group should be addressed to Ruth-Ann Welsh

Physical Activities



On Thursday mornings, the children have music, exercises and games in the large hall. Further physical activities will take place on the green. Please provide your child with indoor footwear (*slippers, Gym shoes, Wellies*). Children should bring similar footwear to change into in the case of bad weather. To avoid loss and confusion please write your Child's name inside their footwear. Each child is provided with a bag for storage on their coat peg.



Trips and Events

Trips will be arranged depending on the children's choice of topic based on the CfE and the age and stage of the child's development in the curriculum areas to enhance their worldly awareness. Our educational trips for pre-school and ante-pre-school children at morning group are funded by the Scottish Executive. Trips for non-funded children cannot be subsidised by this money. However, when sufficient seats are available on the coach, non-funded pre-school aged and ante-pre-school aged children may attend trips at an extra charge of £2.00. Where funds allow, special trips will be arranged. Where children are included on a trip on a day they would not normally attend the group, normal fees apply.

When a trip involves walking or travelling by public transport you will be asked to sign an authorisation form in advance.

On the annual summer trip, children *must* be accompanied by a parent or another responsible adult.

Teeth Cleaning



We take part in the Perth & Kinross teeth cleaning programme and children will be encouraged to clean their teeth after snack. Tooth brushes and toothpaste will be supplied.

Additional Support Needs



We use the MAKATON signing system with children who have communication difficulties.

1:1 adult to child support can be arranged where additional support is required.



Snacks The children will be given a healthy light snack based on their current topic i.e. shapes, colours, fruit and vegetables. They will be given a choice of milk or water to drink - see the notice board for weekly menus. Parents/carers must inform the staff of all dietary restrictions or allergies. If your child's birthday falls during term time we will celebrate this occasion with them by providing a birthday cake.



Clothing Children should wear old and easy to manage clothes to group. Whilst every care is taken to keep the children clean (i.e. aprons are provided for "messy" play), the group cannot accept any responsibility for damage to clothing.

Poster Paint

Rinse in cold water first. Wash in warm soap or detergent. **DO NOT USE BIOLOGICAL POWDERS.** They lock stains in, instead of removing them. Paint stains wash out of acrylics and man-made fibres better than cotton.

Glue

P.V.A. Adhesive is best removed immediately by rinsing in cold water and washing in warm detergent. An old or stubborn patch of glue may need soaking in cold water.

Children still in nappies may attend group. Please refer to the "Toileting Policy" in your Welcome Pack. Parents will be asked to provide nappies, wipes etc in a named bag and two additional named nappies to be kept in the group. Normal pants should be worn where possible. This allows the staff to deal with "little accidents" promptly and a change of clothing will be provided when required.



Name Recognition To help with name recognition your child will be allocated a picture (e.g. fruit, animal) which will be on their door tag, toothbrush and mail folder. They will keep this picture throughout the time they are at the group.

Please ensure your child collects his/ her name tag on their coat peg and places it on the board on entry to the group. This assists with registration in case of emergency evacuation. (A fire drill is practiced once a term.) On leaving the Playroom children should then return their name tag to their coat hook.



Toiletries To help keep down costs, parents/carers are asked to supply one bottle of ante-bacterial soap with a dispenser and a roll of black bin bags and a box of tissues. Please check the notice board for the term in which your contribution will be required. A bottle of Sun cream should also be supplied for your child.



Voluntary Playroom Activities For Parents/Carers

You are more than welcome to come into group to play with the children and perhaps help out the playleaders 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.

Unfortunately, for safety reasons, if you are pregnant or have a child under the age of 18 months, you may not take part in this activity. However if you arrange suitable childcare for your baby, you are most welcome to take part.

Please arrive at the group at 9.15am or 12.30pm as appropriate, and a Playleader will explain what is required for each session.

The main activities are:

- putting dried paintings from the previous day in the children's folders.
- helping the playleaders set up activities for the day.
- helping children to write their name on top left hand side of the paper. (First letter in large case and the rest small case).
- helping the child locate their name in the sticker folders.
- cleaning up dishes and loading the dishwasher after snack
- emptying the indoor and outdoor water trays with warm water.

Whilst you are carrying out these tasks, In the interests of safety, your child attending group is not allowed in the kitchen during the group hours. If you have a younger child with you, you must be responsible for them at all times.

Please play with children at their level and enjoy the day.

If you leave the room, please tell a member of staff in case of a fire drill.

- *If you have a younger child that you wish to bring along, you will be responsible for them at all times.*
- *If they normally sleep during the group hours you are welcome to bring along a buggy or car seat.*
- *Please inform the manager when you arrive to allow her to accommodate you.*
- *The group will not admit children under the age of eighteen months or who would normally be at school.*



Committee

The group is a member of the Scottish Pre-School Play Association, 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. Just a desire to help in the day to day running of the group. e.g. dealing with personnel issues, discussing and agreeing group policies and fundraising.

Committee members are nominated and elected according to the constitution at the Annual General Meeting in June. It is vital for our survival that all committee positions are filled. The AGM gives all parents/carers a chance to air their views and contribute to decisions on how the group will be run during the forthcoming year. Your attendance and support at this meeting, held in is extremely important.

The committee is made up of: Chairperson, Secretary, Treasurer, Assistant Treasurer, Fundraisers, Stores-person and General members. Each member will serve no more than three years at any one time.

Since becoming Partner Providers the workload has increased. For this reason an Administrator is employed who deals with the majority of the paperwork including Registration, incoming correspondence and documents from P.K.C. SCSWIS, SSSC, SPPA and other interested parties. Reports are then prepared for the Committees attention.



Cancellation of Group

In the event of bad weather or blocked roads etc., it is the responsibility of the parent/carer to establish whether the group is open. Whilst the committee will endeavour to notify all parents/carers (either through a telephone call or Radio Tay), where there is any doubt, please contact a Committee member. The final decision on whether the session is cancelled will be made by the Chairperson. If session is cancelled, fees are not payable.

Fund Raising



The group is a registered Scottish Charity (SC003575) therefore we are required to have a fund raising programme. There is always a Christmas Fayre in December, with occasional smaller events throughout the year. Ways in which

we have raised funds in previous years include:

- Selling of Portrait Photographs
- Golf Event, Bungee jumping and sponsored slim.
- Christmas Fayre/ Craft Stalls / Calendars / Christmas Play Videos/DVDs
- Digital Photographs taken of children at play in Playroom/Trips etc. can be ordered.
- Summer Fete / Sponsorship / Raffles / Quizzes / Bottle stall / Face Painting / Plants and Race Nights.

Your full support in taking part in events, (dad's included), is important and very much appreciated. This could be in the form of, helping out on a stall, serving refreshments and donating goods for the stalls. The money raised will go towards materials, equipment and trips for the children. We are always open to new ideas for fundraising. You may have a talent or skill you could share with the children and benefit the group. If so please contact a member of the committee.

Information Update

Information about activities is displayed on the noticeboard in the reception area, via email on an E-Board and the website. *Please read this regularly to keep up to date.*



Each child is allocated their own file in the mail trolley for paintings and personal mail. It is the parents responsibility to empty this folder each day.

A newsletter is circulated twice a term to keep parents and carers up to date with events. Contributions are welcome. To help keep costs down, the newsletter will be sent, where possible, by email. If you require a paper copy please inform the Administrator.

Visit our website for lots more information including any amendments to this booklet. [Http://pitcairnu5s.tripod.com](http://pitcairnu5s.tripod.com)

If Your Child Becomes Ill At 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. If in the event they are not able to reach either person, your doctor will be contacted. If it is decided that your child should go to hospital, a staff member will accompany your child. An accident record book is kept in group. Infection in a group spreads rapidly, not only among children but also among staff. For that reason we must insist on the following;

It is very important we are able to make contact with either you or a nominated carer in the event of an emergency. If you change any home, mobile, work, or emergency phone numbers you must inform the Manager or Administrator Immediately.

The following exclusion periods also apply to Staff members, duty parents/carers and visitors to the group
If in doubt contact the Manager.

Illness	Exclusion Period
Fever or Throat Infection	24 hours to allow medicine to take effect
Diarrhoea & Vomiting	Free from symptoms for at least 48 hours
Chickenpox	5 days after rash appears
Measles	5 days after rash appears
Rubella	5 days after rash appears
Scarlet Fever	5 days after rash appears
Mumps	5 days after onset of swollen glands

Medication

Staff members are not permitted to administer medicines (i.e. Calpol) to children. Prescribed drugs and medicines may be administered only with parents written authorisation. (Forms are available from Ruth-Ann Welsh). Full written user instructions and dosage must be provided by the child's Doctor.

Medicines *Must not* be left in bags or pockets in the cloakroom.



Group Polices

The group adheres to various Scottish Pre-school Group Association (SPPA) and Social Care and Social Work Improvement Scotland (SCSWIS). By accepting your child's place at the group you have agreed to abide by them. Our Policies and procedures are available to read in the Policy Folder, which can be found in the mail trolley. Copies available on request.

- Aims of the Group
- Fire Drill
- Absence Notification
- Abusive and Violent Behaviour (Staff & Committee)
- Accepting Gifts or Money from Group Users
- Access to Personal Records
- Accessing Support Services
- Accident
- Additional Support Needs
- Admissions Policy and Guidelines for Funded Places
- Admissions Policy and Guidelines for Group Places
- A.L.A.N. (Active Learning Active Numeracy)
- Alcohol, Illegal Substances and Solvent Abuse
- Anti-Bullying
- Child behaviour
- Child and Family Consent
- Child Protection
- Complaints Procedure
- Computer
- Confidentiality Continuity Plan
- Confidentiality Contract Worker
- Constitution
- Curriculum for Excellence (CfE)
 - Literacy and English
 - Numeracy and maths
 - Health and Well-being
 - Social studies
 - Technologies
 - Expressive arts
 - Science
- Data Protection
- Discipline and Procedure
- Disclosure Procedures
- Dishwasher Use Procedure
- Drop-off and Pick-up
- Educational Trips
- Educational Trips Transport Policy
- Emergency Care
- Emergency Closure
- Equal Opportunities
- Fees
- First Aid
- Hall Activities
- Healthy Eating
- Health and Safety Statement
- Infection Control
- Learning and Development Plan (Staff Training)
- Management Accountability
- Medication
- No Smoking
- Non-Discrimatory Practices
- Nutritional
- Outdoor Play
- Pandemic Flu
- Permanent Closure of Group
- Pet Policy
- Procedures and preparation of snack
- Quality Assurance and Improvement Policy
- Record Keeping
- Settling In
- Staff Appraisal
- Staff Records Management
- Staff Recruitment & Selection
- Staff Relief Cover
- Student Placement/Training
- Summer Trip
- Sun Protection
- Toileting Procedures
- Tooth Brushing Procedure
- Transition
- Volunteers and Students Placement Practice
- Website
- Whistle-Blowing (Bad Practice)
- Risk Assessments (13 areas)

The committee request that the Policy Folder is kept in the Centre at all times.

Policies and Procedures
we would particularly like to bring to your attention are:

The Complaints Procedure

All complaints from parents and staff will be treated seriously and will be dealt with promptly.

All complaints will be replied to in writing within 3 days and a decision made within 28 days

Complaints should be directed directly to an office bearer, or, by submitting a complaints form (*displayed on the noticeboard*) to the Chairperson. If complaints cannot be dealt with satisfactorily they will be further discussed at the next committee meeting and their outcome recorded.

The Complaints Procedure can be downloaded from the download page on the website

SPPA

21 Granville Street

Glasgow

G3 7EE

Tel: 0141 221 4148

Social Care and Social Work Improvement Scotland

11 Riverside Drive

Dundee

DD1 4NY

Tel: 01382 207200

You may contact at anytime, The SPPA and / or The SCSWIS:

If there are exceptional circumstances where difficulties cannot be resolved we may contact The SPPA and / or the SCSWIS



Whistle-Blowing (The Reporting of Bad Practice)

The group has adopted a policy for the above. This will allow all those associated with the group the freedom to make others aware of situations they are concerned about within the centre, without prejudice:

1. Staff can approach any Committee member regarding situations in the workplace.
2. Any Committee member is at liberty to access another member of the committee in confidence
3. Parents are free to approach any committee member or member of staff
4. Parents, members of staff and members of the committee feel free to approach S.P.P.A. or the SCSWIS, verbally or in written form.

SPPA

21 Granville Street

Glasgow G3 7EE

Tel: 0141 221 4148

Social Care and Social Work Improvement Scotland

Compass House

11 Riverside Drive

Dundee DD1 4NY

Tel: 01382 207200

*Committee members and staff will deal with this matter
in a confidential manner where applicable.*

Fire Drill

In the interests of safety, children will participate in fire drills carried out once per term. The fire point is located on the green.

Child Protection

If the Playleaders suspect your child is under threat, they will contact Perth & Kinross Council Social Work Department.

No Smoking

The Village Committee has adopted a no smoking policy for all areas in the village hall. The group agrees to abide by this policy and there will be no smoking in the Playroom, Hall, Kitchen, Reception Area, Toilets and garden.

Drop Off and Pick-Up Policy

- Group doors will open for the AM Session at 9.15am and for the PM session (when required) at 12.30pm.
- Prior to the opening of the playroom a designated member of staff will be within in the entrance corridor to obtain child collection plus any other relevant information. This information and the name of the person collecting will be recorded in the diary. Children will only be released from group care the person named in the diary or their main carer.
- Parents/carers are asked to respect various beliefs, religions, individuals' thoughts feelings and needs. We as a group work towards children being discouraged from playing with guns and ask parents/carers to leave these at home.
- Children are encouraged to hang up their coat and take their name tags into the Playroom
- Children are encouraged to change into their gym shoes on relevant days.
- Pick-up will commence for the AM sessions at 11.45 and for the PM session (when required) at 3.00pm.
- In the event of unforeseen changes in the pick-up person, unless a phone call is received from the parent/carers, the staff will retain the child until the main carer is contacted for instructions.

Late Pick-Up

In the event of no-one arriving to collect child at the appropriate times:

- a) A staff member will phone the child's daytime contact number first, followed by emergency phone number and lastly parent / carer's work telephone number.
- b) Two members of staff will stay after hours until child is picked up. These details will be noted in the diary.
- c) The Committee will be notified if this is a regular event.
- d) The Committee will be notified if staff have had to stay longer than 15 minutes as additional costs in the form of wages will be incurred.

Committee members and staff will deal with this matter in a confidential manner where applicable.



Parent/Carer Information

The information contained in this booklet will be updated as and when required. Amendments will be reported in the Newsletter and an up to date copy will be kept in the Mail trolley. You can also download a copy from our website.

News updates will also be sent to you electronically or, in paper form if preferred as well as posted on the noticeboard.

You can find the following information on the notice board or in the mail trolley.

- Policies and Procedures book
- Registration forms/Policy and Guidelines for Admission
- Change of Information forms
- Education (Additional Support for Learning (Scotland) Act 2004. Introducing the act
- Policy and Guidelines for admission to Nursery schools (PKC)
- Complaints Policy
- Quality Improvement Plan
- Group Evaluations
- Group Inventory
- Group Handbook
- Committee handbook



PITCAIRN UNDER 5s PARENT & TODDLERS GROUP

The group provides a good quality, affordable service for the community, which brings young families together allowing the children to make new friends from a very early age and throughout their pre-school days. Parents / carers have commented that this helps to make their transition to school easier.

The Parent & Toddler group meets EVERY Wednesday during school term in the Village Hall 10.00—11.30 This is a parent supervised session so it's a good chance to let your kids play and for you to have a coffee.

The cost is £2.00 for first child and 50p for any more you bring.

So please come along, and if you know anyone who would use this facility please bring them along with you.

FOR MORE DETAILS CONTACT LINDA MACPHERSON 01738 639690

The Old Schoolhouse ~ Pitcairngreen

PH1 3LR



07759 840107 (Manager)

Monday—Friday

9.00am to 12.00pm

01738 639690 (Admin)

Mon & Wed 1.00pm — 4.30pm

Tues & Thurs 10.00am — 4.00pm

E-mail pitcairnu5s@gmail.com

Website: [Http://pitcairnu5s.tripod.com](http://pitcairnu5s.tripod.com)

Registration Number

CS2003010085

Pitcairn Under 5s is a registered Scottish charity SC003575