



Udny Station Pre-School & Playgroup

Information Handbook

Open: Monday to Friday

9.10 am to 12.20pm

(9.00am - 9.10 Drop off window and 12.00pm - 12.20pm Pick up window)

In Udny Station Community Centre

Telephone: 07884033316

Charity No. SCO17150

Updated August 2019

Vision

To be the best we can for Early Year learners

Our Values are:

To be Safe, Happy, Healthy, Achieving, Nurtured, Respected, Responsibility and Included.

Enabling all children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

That learning should be fun, child led, stimulating and challenging valuing the importance of Outdoor Learning.

Together we Aim to:

Create a safe, secure, happy environment where everyone feels valued, included and respected.

Work in partnership with local schools to provide smooth transitions.

Actively involve children in their learning.

Maximise every child's potential.

Provide access and encourage continuous professional development for staff and volunteers to continually improve their knowledge and skills.

Reflect and evaluate, working together with Parents, children and governing bodies to continually improve our group.

Work in partnership with other agencies and our community to promote the well-being of all children and families.

ABOUT US

- Udney Station Pre-school & Playgroup is a rural group run by a committee made up of parents/carers in the Meldrum catchment area.
- We have commissioned and non-commissioned places.
- We are inspected by the Care Inspectorate.
- We are also inspected by Education Scotland.
- We are members of Early Years Scotland.
- We are friendly, approachable and helpful.
- Sessions are Monday to Friday from 9.10am - 12.20pm
 - Drop off available from 9.00am to 9.10am
 - Pick up from 12.00pm to 12.20pm
- The group is registered with the Care Inspectorate to cater for up to 33 children aged between 2 and 5 years with a staff ratio of 1:10 for children aged 3+ and 1:5 for those aged 2. (Maximum of 5 under 3)
- We have a wide range of resources to cover all age groups, abilities.
- We aim to support every child so we are 'Getting It Right For Every Child' (GIRFEC).
- Outings are arranged and guests are invited to talk to the children on topics of interest, for example music, nature, occupations and different cultures.
- We agree to abide by the Articles for every child as laid down in the UN Convention's Rights of the Child.
- All Staff are registered with SSSC following their Codes of Practice with relevant qualifications.
- All Staff/Volunteers/Core committee Members are PVG checked and abide to the settings policies and procedures.
- All Staff attend in-house and external training sessions.

Staff Members

- All staff members and Volunteers are PVG checked.
- Staff have Food Hygiene, First Aid, Child Protection training and have relevant qualifications to their post.

Manager

Kearsley Davidson

Lead Practitioner

Samantha Stannard

Practitioners

Jude Robertson

Lynsey Duthie

Support Worker

Maria Weeds

Volunteers

Fiona Massie

Parents Support

We value the support that the parents and/or carers give to the group and we could not keep running without this continued support. We regard education as a joint partnership. A parent committee runs every year, which is responsible for the wellbeing of the group and all parents will be encouraged to help with fundraising duties.

- The committee consists of:
 - Chairperson
 - Secretary
 - Treasurer
 - Payroll
 - Communications
 - Lead Fundraiser
 - Snack buyer(See next page for more information on each committee position)
- Additional committee roles:
 - Fundraising Team (Helps as and when required for Fundraising events, can help with one or more events)
 - Toddler Representative (Passes on any feedback from Toddler group to Manager or Chair)
- We welcome your help with trips and outdoor play.
- From time to time we may need extra support with jobs in the Playgroup. Some of the jobs that you may be asked to help with are washing paint pots, washing up after snack, cleaning toys, sweeping up, laminating. This is purely voluntary.
- Children will not be left with an adult that is not a qualified member of staff in the playroom at any time and you can only assist your own child to the toilet.
- We ask that all **mobile phones** are stored in the designated area in the main hall or in the office and not carried on your person. They should be used for emergencies only and at the Managers discretion.

Committee Responsibilities and Job Descriptions

Full Committee Responsibilities include

- Meeting as a committee up to twice a term (a minimum of one meeting per term and more when necessary e.g. when organising a fundraising event)
- Ensuring the group complies with the terms of its constitution
- Financial management of the group (including keeping accurate cash books, checking statements, payroll & regular financial reports brought to committee meetings)
- Recruitment, selection, supervision and support of staff - meeting responsibilities as an employer
- Liaison with other relevant agencies (e.g. school)
- Fundraising & social events
- Listening to, & consultation with, all parents/carers & children to ensure that their needs are met, and their views are represented in decisions made on their behalf
- Marketing and promotion of the group (e.g. through its own website, Facebook, fliers, word of mouth)
- Adopting appropriate policies and procedures
- Keep up to date any handover notes that may be required for future committee members

NOTE: it's important to remember that the whole committee has a shared responsibility for the finances of the group, and should make financial decisions with careful consideration to the current and future (forecasted) income & expenditure of the group.

Job Descriptions

Chair-

- Plans, alongside the secretary, the agenda for each meeting
- Chairs meetings in such a way that all committee members have an equal say in the decisions
- Ensures decisions are made and action points are set at each committee meeting
- In an event of a split vote at a meeting (i.e. a non-majority decision) the chair is entitled to a casting vote
- Ensures that the committee fulfil their responsibilities in managing the group's affairs in accordance with the constitution
- Delegate actions to the relevant committee member
- Liaises with the Secretary in applying for Grants from local/national organisations
- Ensures that the committee achieves the group's aims and objectives
- Liaise with staff, all committee members, parents/carers and other agencies relevant to the group to ensure standards are met e.g. Care Inspectorate, Education Scotland, Aberdeenshire Council, etc.
- Signatory on the group's bank accounts
- Have overall responsibility to ensure Pre-school is financially viable
- Alongside the Manager, keep staff files up to date including appraisals and personal development plans

Secretary-

- Helps the Chair to convene meetings and prepare agendas for meetings
- Helps to ensure the terms of the constitution are followed
- Take accurate minutes of all meetings, ensuring all action points are clearly noted and followed up

- Ensures that minutes of meetings are distributed in a timely manner
- Maintain and securely store the group's records
- Deal with group's letters and mail (correspondence)
- Liaises with the Chair in applying for Grants from local/national organisations
- Compiles a list of parent contacts and member lists
- Signatory on group's bank accounts

Treasurer-

- Presents a financial report to each committee meeting
- Provides financial information and advises the committee on all matters relating to the finances of the group i.e. group spending etc.
- Prepares invoices on behalf of the group e.g. non-commissioned fees, toddler fees, snack fees etc.
- Receives all money on behalf of the group e.g. funds for non-commissioned children, funds from toddler group, snack fees, uniform orders etc.
- Banks funds
- Pays bills and rent on time on behalf of the group
- Pays staff wages on information given from Payroll
- Reimburse expenses
- Orders uniforms and ensure these are passed on to the person who placed the order once received
- Signatory on the group's bank accounts
- Reconcile bank accounts
- Be responsible for bank books and all backup documentation (i.e. income and expenditure of the group)
- Be aware of cash flow
- Monitors bank/cash balances regularly
- Be involved in discussions with regards to pay reviews
- Seek advice from appropriate bodies where necessary (e.g. In relation to HRMC etc.)

- Forecast and budget the group's financial position for the year ahead
- Prepare and have audited the annual accounts and submit to OSCR

Payroll-

- Calculates and reports staffs wages, tax and NI payments to Treasurer as appropriate
- Ensures pensions are administered as appropriate
- Ensures pension payment is sent to the Pension provider
- Seeks advice from appropriate bodies where necessary (e.g. in relation to NI, pensions etc.)
- Stays up to date with current pay regulations
- Liaises with Manager
- Prepares electronic returns to HRMC
- Issues wage slips and P60's to staff

Communications-

- Ensures that the group's website and Facebook business page have the correct and up to date information
- Maintains and updates the group's private group Facebook page for parents/carers with relevant information
- Add and Remove members from email lists and the group's private Facebook page when new members join or when members leave
- Keep relevant committee member updated with any changes to the email lists i.e. Chairperson, Secretary, Treasurer etc.
- Liaises with the Manager to obtain the relevant information for the weekly newsletter
- Keeps all parents, staff informed with the group's weekly activities though the weekly newsletter published on the group's private Facebook page and email system
- Update parents on the group's private Facebook page of the current weeks snack menu and stay and play planner

- Respond to enquiries made through the group's business Facebook page and pass on any relevant information to the correct person or advise them on who to contact for more information e.g. enquiries regarding playgroup spaces should contact Manager during business hours
- Post blogs on all the group's Facebook pages and website of recent activities e.g. Summer trips etc.
- Write and send emails on behalf of committee members as required e.g. an up and coming fundraising event

Lead Fundraiser-

- Liaises with fundraising team and committee to come up with and plan fundraising ideas
- Liaises with the committee regarding progression of fundraising events
- Seeks help from fundraising team for events
- Reports back to the committee with results of any fundraising that has taken place
- Ensures that fundraising events run smoothly
- Ensures money raised is passed to the Treasurer for banking
- Ensures any expenses from fundraising events are passed to the Treasurer
- Ensures all events follow legislation (i.e. charity number on raffle tickets, do we need a drinks licence? etc.)

Snack Buyer-

- Liaise with staff to ensure snacks purchased follow healthy eating guidelines i.e. healthy, low salt etc.
- Be aware of food allergies
- Obtain from staff a list of snacks to be purchased
- Purchase snacks on a weekly/fortnightly basis
- Checks stock levels before purchase
- Authorised card holder for snack buying purchases

What is expected of my child?

- Children should arrive on time for sessions as a daily register is kept. Parents/Carers are welcome to accompany their child when they first join the group.
- We require parents to notify the Manager in advance of holidays during term time and phone if their child will not be attending due to illness. If no contact is made by 10am the Manager will phone to check on the child. **We are obliged to inform Social Services if no contact can be made.**
- Children may not be toilet trained and we do realise that accidents do happen. WE DO NOT MAKE A FUSS but please help us by giving your child a set of spare clothes in their bag (this is also handy if we have wet play).
- If your child is not yet toilet trained, we ask that you sign a consent for to enable us to change their nappy. Can you please supply your own nappies, creams and nappy sacks.
- Children are welcome to bring a comfort toy but we do encourage them to leave it in their special drawer that we will have with the child's name on.

What should my child wear?

- Children should wear soft-shoes (not Crocs or slippers). We ask this for safety reasons.
- Children should not wear clothes that the parent/carer does not want dirtied.
- We have plastic aprons for painting and craftwork, but if you wish to provide a sleeved apron for your child, then please do so.
- Children should bring suitable outdoor clothing each day.

Additional Information

We have a discipline procedure and a complaints procedure. Details of these and all other policies/procedures are displayed/available during playgroup hours and parents are welcome to read and to be aware of them. Information can change throughout the year and changes will be made to keep up to date with current practice and current legislation.

We distribute a weekly email to keep parents/carers informed of activities occurring within the group and have private and public Facebook pages where information is shared.

No smoking is allowed in the centre at any time.

The playgroup web site is www.udnystationplaygroup.co.uk where information, holiday dates and other links can be accessed.

Health, Safety and Medication

Health

- As the children are provided with a snack, we need to be advised of any food allergies that your child may have.
- Children take part in the Childsmile tooth brushing program(opt out)
- If parents want to supply a birthday cake on their child's birthday it must be shop bought.
- Parents should notify the Manager of any illness that may affect the child during their time at the group.
- Medicines can only be administered if the parents have signed the appropriate consent form.
- We also need you to sign a consent form for applying plasters to your child.
- Any prescribed medication must be clearly labelled with your child name and relevant forms to be completed.
- If your child seems unwell, please do not bring them into playgroup for that day. A phone call before 10am on the morning of playgroup is required to meet with current regulations.
- If your child has been sick or suffered from diarrhoea we ask that you leave 48hours after last bout before they return.
- When Sunny please supply Sun cream with your child's name on.
- A Care Plan is required for every child to be completed on starting the setting and is updated when required.

Safety

- During playgroup hours the inner door to the hall is locked so that no one can enter or leave without the Manager/Practitioners knowledge and the main entrance has an internal alarm once everyone is in.
- Fire Drill is carried out once per term.
- If playgroup is cancelled for any reason (e.g. due to bad weather/sickness) parents/carers will be informed by 8:30.

- There is a first-aid box on the premises. If an accident should occur, it is our policy to complete an accident form and you, as the parent/carer should receive a copy.
- The staff have completed a first-aid course which is renewed 3 yearly.
- If we take the children out a sign will be displayed to say where we are and the main door will be locked.
- Risk assessments are in place for equipment, outings and setting.

Medication Box

- The medication box are kept in the groups office indicated by the first aid sign on the door.
- The Accident/Incident book is kept safely in the office.
- Any prescribed medication to be administered will be kept in the medication box or fridge if required, labelled with the child's name, dosage and time to be taken in their individual container.
- The parent/carer will note any medication instructions and sign to give consent to the play workers so that they are able to administer the medication following the doctor's instructions and reviewed monthly.
- The play worker will record the dosage, the time the medication was given and sign relevant sheets which are kept in their individual child medication box.

The play worker is quite within their rights to refuse the administration of any medication with which they feel uncomfortable with. Only prescribed medication will be administered.

Fees and Your Child's Progress

Fees

- Commissioned children pay no session fees. Children are funded the term after their 3rd birthday. Cut off dates are 28th/29th February, 31st August and 31st December.
- For non-commissioned children, the fee per session is £11.00. Invoices will be issued and we ask for a prompt payment by the date advised to secure a place for your child.
 - Udney Station Preschool and Playgroup is set up to take part in the Tax-Free Childcare scheme. This is a digital service to help parents pay for childcare. For every £8.00 a parent pays into their childcare service account, the government will pay in £2.00 (as at February 2019). Parents can then use that money to pay their childcare provider. For more information, eligibility and enrolment can be found at <http://www.gov.uk/help-with-childcare-costs/tax-free-childcare>
- Alternative advance payment methods can also be accepted after contact is made with the Manager.
- The only time payment is waived and a place is kept, is in the event of serious illness and this would be a committee decision.
- In cases of hardship the Manager should be notified immediately in order to help the family keep the child attending. Failure to pay will result in the loss of place for your child/ren.
- Wrap around care is offered from 12:20 to 12:30. There is a fee of £1.00 per session payable on the day.
- Snacks cost £0.40 per session.
- Snack will be waived if you give advance notice that your child is not attending but if your child is unable to attend on their session at short notice the snack will have been bought and you will still have to pay.
- Fees will be reviewed annually at our AGM in June.

Your Child's Progress

- Parents/carers should feel free to talk to the Manager about concerns they may have and a time can be arranged to discuss them in the office.
- Observation and assessment covering the curriculum will be kept in each child's profile for all children and parents can ask to see these at any time. Profile folders are sent home termly and welcome any comments.
- Each child will be allocated a Keyworker, a Care Plan and a Learning Plan which will be agreed with parents once their child has settled and reviewed at least 6 monthly or when required.
- **The 8 Curriculum areas are:**
 - Health and wellbeing
 - Mathematics
 - Literacy and English
 - Expressive arts
 - Religious and moral education
 - Science
 - Technologies
- **Building the Ambition:**
 - Communication
 - Creativity, curiosity and inquiry
- **Pre-Birth to Three**
 - Responsive Care
 - Respect
 - Relationships
 - Rights of the Child



Useful contacts

- **Manager:** Kearsley Davidson
manager@udnystationplaygroup.co.uk
- **Chairperson:** Abby Twigger
chairperson@udnystationplaygroup.co.uk
- **Secretary:** Emma Wilson
secretary@udnystationplaygroup.co.uk
- **Treasurer:** Lynsey Ayton
treasurer@udnystationplaygroup.co.uk
- **Snack Buyer:** Gayle McCombie

- **Care Inspectorate:**
Formerly known as Care Commission
07766133167
Maureen Mathison
maureen.mathieson@careinspectorate.com

Fire procedure

In the case of a fire the procedure will be as follows:

- Staff member/s will escort the children to the main door as quickly and calmly as possible.
- Staff will check the toilets for children and staff members
- Staff will escort the children outside to the grass area away from the building as quickly as possible when all visible person are at door.
- When Manager has been instructed that there are no children/adults in the toilets, and the halls are empty, she will leave the building.
- Manager/staff will take a register of children/adults.
- Staff member will ring the Emergency Services.112/999 and quote the postcode AB416QJ.
- Parents will then be contacted to collect their children.
- The children will go to Emergency Premises at The Doctors Surgery, Woodside Terrace, Udney Station.

Snow Closures

During periods of heavy snow a decision will be made by 8am each morning to confirm our closure. If you feel you are unable to get your child in to the setting please telephone to advise us by 10am.

Udney Station Preschool and playgroup follow guidelines from Aberdeenshire adverse weather guidance for school closures (Cultercullen Primary School and Udney Green Primary).

Child protection

Within Udney Station Preschool and Playgroup we are committed to improving the life chances of our children in our care. We acknowledge that the child's welfare and wellbeing are paramount and that we have a duty of care to implement effective policies and procedures for safeguarding our children.

Confidentiality will be protected but where there is reasonable cause to believe that a child may be at risk or harm relevant information will be shared with key partner agencies.

It is also the parent's responsibility to tell the Manager of any markings on the child and how they occurred.

For more information please read the child protection policy.

Social Work Office 01358 720033

Family Resource Centre 01467 537555

Confidentiality

Confidentiality must be respected at all times by the Committee, helpers, Support workers, Practitioners and Manager.

Behaviour management

We do not take a strict approach; however, when unacceptable behaviour does take place we divert the child and explain what has happened. We would encourage the "sorry" word when needed and encourage them to "use your words" to self-manage. The play worker may also read to the child to divert/comfort the child with what has just happened.

Restraint

Staff would never physically restrain a child unless it was the only way of protecting the child or others.

The parent/carer would always be informed and record kept.

List of Policies & guidance held with the group which are kept in the office

Early Years Group Constitution
US Health, Safety & Welfare
Absent Child
Additional Support for Learning
Administration of Medication
Anti- Bullying & Harassment
Admissions & Settling-in
Child Protection
Complaints
Curriculum
Data (GDPR)
Disciplinary
Emergency Procedure
Equal Opportunities
Fee collection & payment
Health & Safety, Risk Assessment
Healthy Eating
Infection Control
Infection Prevention & Control in Childcare settings
Inventory of Furniture & Equipment
Managing Legionella
Missing Child
Mobile Phone - Good Practice
Nappy Changing
Outings
Participation
Play (Aberdeenshire)
Promoting Positive Behaviour

Protection of Vulnerable Groups Scheme (PVG)
Responsible Care
Self - Evaluation
Tracking Children's Progress
Transition
Use of Information Communication Technology (ICT)
<u>Policies kept in Staff Policies Book</u>
Effective Employment Practice for Early & Childcare settings
Adverse Weather / Attendance to work
Capability
Data (GDPR)
Disciplinary
Protection of Vulnerable Groups (PVG)
Referring Individuals to the Disqualified from working with children list
Safe Recruitment
Staff Development
Secure Handling/Use/Storage of Information