



# Udney Station Pre-School & Playgroup

## Information Handbook

**Open: Monday to Friday (term time)**

**9.00 am to 12.30pm**

(9.00am - 9.15am Drop off window and 12.00pm - 12.30pm Pick up window)

**Udney Station Community Centre**

**Telephone: 07884033316**

**Charity No. SCO17150**

## 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 9.00am - 12.30pm
  - Drop off available from 9.00am to 9.15am
  - Pick up from 12.00pm to 12.30pm
- 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.
- 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 relevant qualifications to their post.

Manager

Jakki Wemyss

Lead Practitioner

Nicola Buchan

Practitioner

Annamarie Ritchie

Support Worker

Maria Weeds

Relief Support Worker

Lynsey Ayton

Relief Support Worker

Jude Black

Administration and Finance Coordinator

Lynsey Ayton

## 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 and Fundraiser
  - Uniform 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)
- 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 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 core committee, the agenda for each meeting
- Chairs meetings in such a way that all committee members and members, if in attendance, 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
- Marketing and promotion of the group (e.g. through its own website, Facebook, fliers, word of mouth)
- Delegate actions to the relevant committee and/or staff member
- Liaises with the Administration and Finance Coordinator 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
- Monitors bank/cash balances regularly
- Lead discussions on pay reviews
- 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
- Attend termly staff meetings with all staff members
- Arrange and attend with core committee and relevant staff monthly planning meetings
- Recruitment, selection, supervision and support of staff - meeting responsibilities as an employer.
- Complaint handling; parental and staff complaints as they arise. Investigations as necessary and resolution.
- 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
- Write and send emails on behalf of the committee members as required, e.g. an upcoming meeting/fundraising event

## **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
- Be involved in discussions regarding pay reviews
- Signatory on group's bank accounts

## **Treasurer and Fundraiser-**

- Banks cash and cheques
- Organises floats for fundraising events
- Signatory on group's bank account
- Be aware of cash flow
- Be involved in discussions regarding pay reviews
- 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, when positions filled, for events
- Reports back to the committee with the results of any fundraising that has taken place
- Ensures that fundraising events run smoothly
- Ensures money raised is passed to Administration and Finance Coordinator for checking/counting before going to treasurer for banking
- Ensures any expenses from fundraising events are passed to Administration and Finance Coordinator
- Ensures all events follow legislation (i.e. charity number on raffle tickets, do we need a drinks licence? etc.)

## **Uniform Buyer-**

- Holds and keeps up to date records of uniform stock
- Distributes uniform orders to parents
- Notifies Administration and Finance Coordinator of orders made
- Orders uniforms (children and staff) from supplier as required



## 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 full 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 form 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 including sun cream, wellies, waterproofs etc.

## **Additional Information**

A list of available policies and procedures can be found at the end of the parent handbook and parents are welcome to request to view any policies at any time by speaking to either the manager or chairperson. 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 termly email to keep parents/carers informed of up-and-coming dates and activities occurring within the group and have private and public Facebook pages where information is shared. Any additional information will be shared as required.

No smoking is allowed in the centre at any time.

The playgroup web site is [www.udnystationplaygroup.co.uk](http://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 48 hours after the 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 alternative entrance has an internal alarm activated 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 is kept in the group's 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 (3-5 year olds) pay no session fees if they are within their funding allocation for the year (Aberdeenshire Council provide 1140 hours per year in funded childcare).

- Children are generally funded the term after their 3<sup>rd</sup> birthday. Cut off dates are 31<sup>st</sup> August, the last day before the start of the October term (term 2), the last day before the start of the January term (term 3) and the last day before the start of the April term (term4).
  - If all funding hours have been used/allocated to another setting the fee per session for 2023/24 academic year is **£22.30**.
- For non-commissioned children (2 year olds), the fee per session is **£12.00**.
- 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 August 2023). 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>
  - We also accept childcare vouchers, please contact the Administration and Finance Coordinator for more details.
- Alternative advance payment methods can also be accepted after contact is made with the Administration and Finance Coordinator.
- From August 2022 a monthly payment system can be followed for those who wish to part pay their invoice(s) throughout the term rather than making one payment per invoice(s) per term. More details can be found on your invoice(s) once issued.
- 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 the help the family keep the child attending. Failure to pay will result in the loss of place for your child/ren.
- Snacks cost **£0.50** per session.
  - Snack fee 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 purchased and you will still be required to pay.

- From August 2023 a late pick up fee will be charged at a rate of **£3.00 per 5 minutes** a child is late being picked up beyond 12.30pm. If the manager has been informed that there is an emergency or discussed prior to the late pick up this fee will not be charged.
- Fees will be reviewed annually at our *AGM*, usually held 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.
- **Curriculum of Excellence**  
(National Curriculum for Scottish Schools for Learners 3-18)
  - **The 8 Curriculum areas are:**
    - Health and wellbeing
    - Mathematics
    - Literacy and English
    - Expressive arts
    - Religious and moral education
    - Science
    - Social studies
    - Technologies
- **Realising the Ambition - Being Me**  
(National Guidance for Early Years in Scotland)
  - Importance of Play
  - What I need to Grow & Develop
  - Transitions

## Useful contacts

- **Manager:** Jakki Wemyss  
07884033316  
[manager@udnystationplaygroup.co.uk](mailto:manager@udnystationplaygroup.co.uk)
- **Chairperson:** Annah Keith  
[chairperson@udnystationplaygroup.co.uk](mailto:chairperson@udnystationplaygroup.co.uk)
- **Secretary:** Katie Whiting  
[secretary@udnystationplaygroup.co.uk](mailto:secretary@udnystationplaygroup.co.uk)
- **Treasurer and Fundraiser:** Meg Morrison  
[treasurer@udnystationplaygroup.co.uk](mailto:treasurer@udnystationplaygroup.co.uk)
- **Uniform Buyer:** Abby Twigger  
[uniform@udnystationplaygroup.co.uk](mailto:uniform@udnystationplaygroup.co.uk)
- **Fundraising Team** - (please contact Meg Morrison, Treasurer or email address below)  
[fundraising@udnystationplaygroup.co.uk](mailto:fundraising@udnystationplaygroup.co.uk)
- **Administration and Finance Coordinator:** Lynsey Ayton  
[coordinator@udnystationplaygroup.co.uk](mailto:coordinator@udnystationplaygroup.co.uk)
- **Care Inspectorate:**  
**Formerly known as Care Commission**  
Caroline Easton  
07741078750  
[caroline.easton@careinspectorate.gov.scot](mailto:caroline.easton@careinspectorate.gov.scot)



## Evacuation Procedure

The following measures should be taken during an evacuation:

- Activation of fire alarm by personnel who discovers fire/reason for evacuation.
- The manager will be the nominated 'searcher', i.e. the person responsible for checking that everyone has evacuated the building.
- The manager will take the register and ensure the current attendance list has been updated. Use the register during evacuation procedures and take it to the evacuation facility.
- The manager will account for all children, staff, and visitors during the evacuation process. If there are any missing children, staff, visitors etc emergency services will be notified immediately providing possible location information. Continued liaison with emergency service personnel until person(s) in question has been located. Liaise with family of missing person(s).
- The second responsible person (normally the Lead Practitioner) will transport all necessary medications, supplies, records, emergency numbers, and including the grab bag.
- The manager will coordinate all actions with emergency services if necessary.
- The manager will determine the best evacuation site based on the emergency situation.
- The manager or alternative member of staff will contact the evacuation facility with the estimated time for arrival of children and staff.
- The Lead Practitioner or a second member of staff will notify the Chairperson/Hall Committee and the families of children present of the evacuation and our evacuation site, if possible. We will leave details of our evacuation destination visible at the setting in case parents/carers should arrive there.

The manager will support the children and staff at the host facility until reunited with families or return to the evacuated facility.

## **Snow Closures**

During periods of heavy snow a decision will be made by 8am or as soon as reasonably possible 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.

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

## **Child protection**

Within Udny 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 are a gentle, child-led setting. We will praise and encourage children to identify and be their best selves. We will provide individual and personalised support to each child to identify and manage their feelings and subsequent behaviours. We recognise that all forms of behaviour is communication and where unwanted behaviour is present we aim to work together to explore any unmet needs of your child. We will always keep you updated at handovers.

## **Restraint**

Staff would never physically restrain a child unless it was the only way of protecting your child or others from harm. We would use ourselves as physical barriers before considering restraint as a next step. In the event that any child had to be restrained it would be documented and shared with you.

## List of Policies & Guidance

Aberdeenshire Play Policy
Absence Policy
Absent Child
Additional Support for Learning
Administration of Medication
Admissions and Settling In
Adverse Weather Conditions and Attendance at Work
Anti-Bullying and Harassment
Barred and Listed Individuals
Capability
Child Protection
Complaints & Duty of Candour
Critical Incidents
Curriculum
Disciplinary Policy
Early Years Scotland Group Constitution
Emergency Policy
Equal Opportunities
Fee Management Guidance
Financial Management Policy
GDPR and Confidentiality Policy
Group Dissolution Guidelines
Health and Safety
Healthy Eating
ICT and Social Networking Policy
Infection Control

Legionella Guidance Policy
Missing Child
Mobile Phones Use
Nappy Changing Policy
Outings
Parent and Carer Participation
Policy on Referring Individuals to the Disqualified from Working with Children List
Promoting Positive Behaviour
Recruitment of Ex-Offenders Policy
Referral Policy
Responsive Care and Safe Sleep
Retention Periods for Documents
Safe Recruitment
Secure Handling, Use, Storage and Retention of Disclosure Information
Self-Evaluation
Staff Development
Tracking Children's Progress
Transition
Whistleblowing
Effective Employment Folder