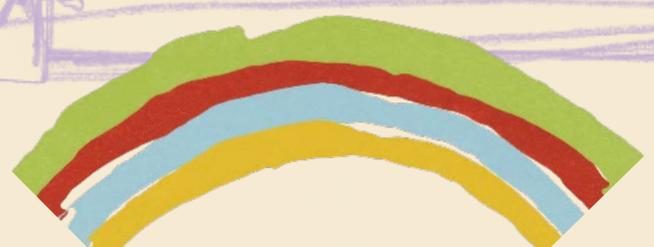
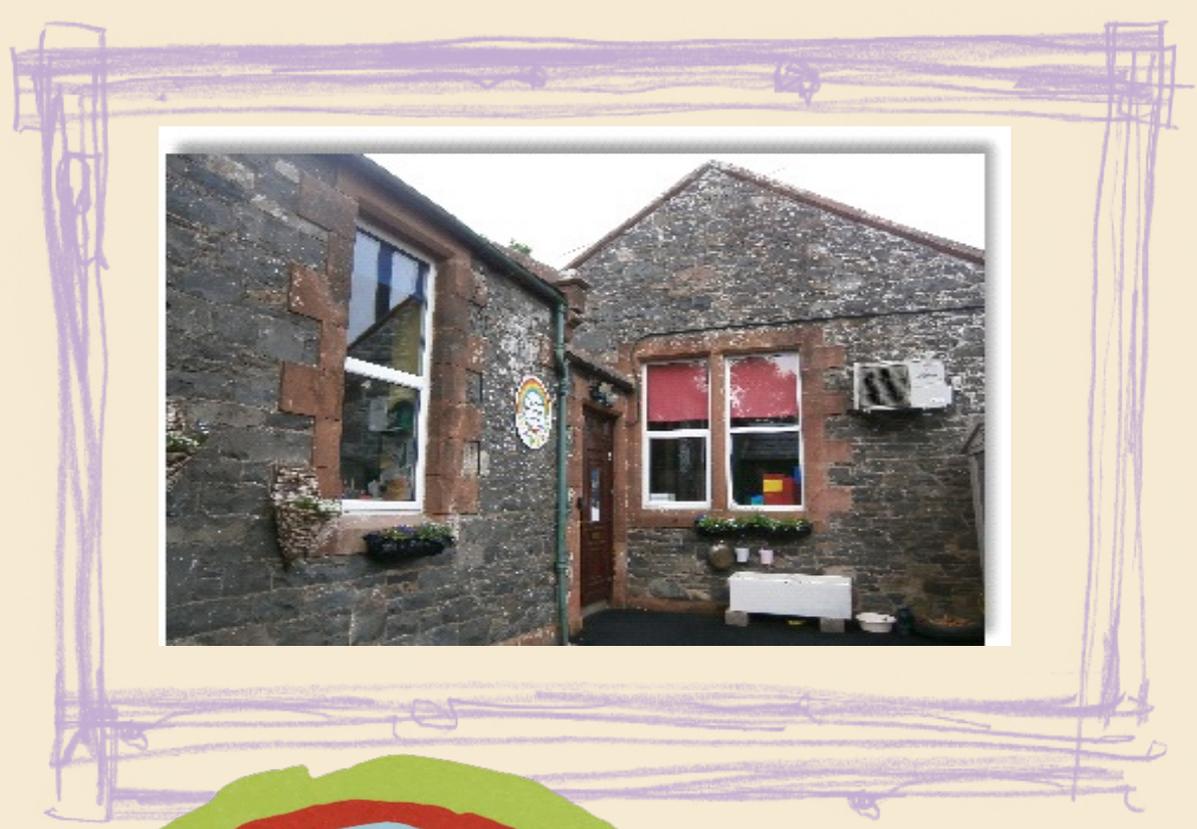


DUNSCORE PRE-SCHOOL CENTRE
PARENT AND CARER HANDBOOK



WELCOME

The Staff at Dunscore Pre-school would like to welcome you and your child to the centre. We hope that you feel welcome. Please feel free to talk to any of us about anything you are unsure about or anything else.

We are a Scottish Charity, Status No. SCO14199, a member of Early Years Scotland, and a Partnership Group Member with Dumfries & Galloway Council.

Contact Details

Manager Mrs Lee MacKenzie

Play leaders: Mrs Tina Thomson, Mr Joe MacGrain, Miss Laura Mushet

Administrator: Mrs Morag Walker

Outdoor learning volunteer: Mr Jason Stoker

Vision Values and Aims

Our Centre's Vision is: "Learning, having fun, Making friends "

Our values are:

Effective Contributors - Enjoy taking part, Get involved, Be helpful

Responsible Citizens - Be friends, be kind to others, Have good manners, Care for other people and things

Confident Individuals - Have Fun, Be Safe, Look after myself

Successful Learners - Enjoy learning, Keep trying, do our best, Discover about the world

Our aim is to:

Provide a safe, caring environment where children can thrive.

Help all the children become independent in all aspects of life, play and learning.

Ensure children know they are important and listened to.

Inspire a love of learning.

About Our Sessions. Our sessions run from 09.00 - 12.10.

Children must wear appropriate clothing for the wide range of activities at pre-school including using the climbing frame and daily outdoor play.

Waterproof/warm clothing and wellie boots which can be kept at Pre-School enable us to play outdoors whatever the weather and enjoy our weekly woodland sessions.

For safety, please do not send your children in with jewellery.

Please note that the door will not be unlocked until 8.50 to allow staff to carry out essential safety checks before the children arrive. However, in exceptional circumstances (e.g. doctor's appointments) it is possible to drop children off earlier.

Please speak to staff in advance. It would also be greatly appreciated if you could pick your child up at 12.10 sharp to allow staff to prepare for the next session.

On arrival at the Pre-School Centre, the adult accompanying the child is responsible for changing their shoes and helping with coats etc, if they need assistance.

Our sessions are play based and focus on active learning where children may choose from the many activities available. These include a house corner, sand and water play, painting, jigsaws etc. Most sessions will also include an activity linked to our child-centred planning and this may involve health and wellbeing, literacy, numeracy, cookery, crafts, music or music and movement. During the session we all sit down together to enjoy a cup of milk (or water if they don't like milk) and a healthy snack. Children are encouraged to be responsible and help tidy up at the end of a session and all sessions include a story where the children are encouraged to develop their listening skills and develop a love of reading.



Settling In

Children have different needs for settling in and they will be catered for individually. We will work with you to ensure that your child is happy and secure in our environment. Every child has their own Personal Learning Plan and care plan which you can view and comment on at any time.

Communication

We view communication as a vital tool and use 'Class Dojo' as an effective way to keep in contact with you and for you to get in touch with us. You will be sent a link to sign up for this. We will keep you informed with class dojo about important updates, as well as letting you know what the children are going to be doing for the next month through newsletters. You will also be sent an invitation to join 'Learning Journals' which will enable you to see current photos and observations about your child and how these link into the curriculum. Information to let you know about forthcoming events both at the centre and in the community will also be displayed on our parent notice board and on the whiteboard in the entrance hall. We also have an achievement board in the playroom, which you are welcome to add any details of your child's successes outside the pre-school.

The children's Personal Learning Portfolios are always accessible for you to look at, share with your child and comment on. There is also evidence of how we meet the children's health and wellbeing needs, as well as details of our policies and procedures, improvement plan and inspections available for you both on the website www.dpsc.org.uk and at the centre.

ADDITIONAL INFORMATION

Absences

Please ensure that we know if your child is not attending a session for any reason, where possible let us know in advance otherwise contact us as soon as possible on the day in question. This is essential as we are legally required to be able to account for an absent child

Additional support needs

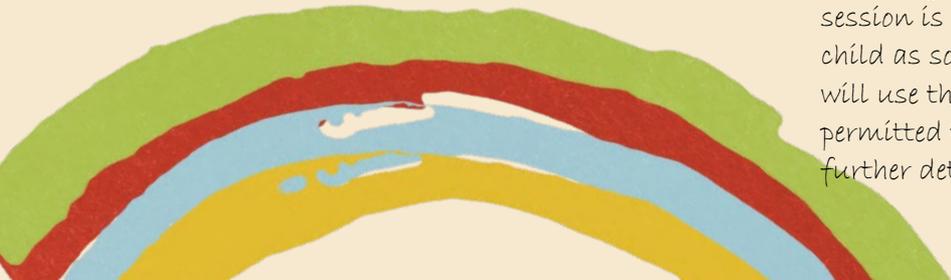
Dunscore Pre-School respects children as individuals and is committed to providing equal opportunities for all children and families and to the integration of children with additional support needs. We promote positive images of those with additional support needs through the curriculum and encourage and support all children to reach their potential. We hold regular detailed discussions with parents and provide information and help in accessing advice a support from other agencies.

Admissions

At Dunscore Pre-School we offer places to every child in a fair manner and operate an equal opportunities policy. Funding for three-year olds becomes available at the start of the term following the child's third birthday (in August, January and April) according to council regulations. Provide places are available five sessions per week will be on offer to children in their ante-pre-school year. Children in their pre-school year will be offered five sessions per week. Unfunded children may be enrolled for one or more sessions as soon as they have reached the age of three provided there is a place available. Fees for these sessions are transparent and will be set annually by the committee.

Bad Weather Arrangements

In the event of closure due to severe bad weather, we will inform you by class dojo, text or telephone and either request you do not attempt to bring your child, or if a session is in progress, that you come and collect your child as soon as possible. If we cannot contact you, we will use the emergency contact number. No child will be permitted to leave without an accompanying adult. For further details refer to the Bad Weather arrangements





Behaviour management

Dunscore Pre-School recognises that it has a duty to safeguard the wellbeing of users and that an agreed framework of community rules which forms the basis of discipline and acceptable behaviour contributes to this. We implement a positive behaviour management strategy, including distraction, offering alternative tasks to “earn” praise, conflict resolution, reminding children of agreed rules, giving firm warnings and boundaries and clear consequences. Physical restraint and intervention are only ever used as a measure of last resort and incidents are logged

Bullying and harassment

Dunscore Pre-School is committed to the elimination of all forms of discrimination and to providing an environment where children and their families feel safe and respected. Bullying and harassment towards children their families or staff are not acceptable under any circumstances and any incidents should be reported to the manager or chairperson where they will be dealt with immediately.

Child Protection

We recognise that we have a prime responsibility to ensure the safety of the children in the centre. There is a child protection policy in operation in line with PROTECTING CHILDREN AND YOUNG PEOPLE IN DUMFRIES AND GALLOWAY - CHILD PROTECTION POLICY FOR SCHOOLS AND EARLY LEARNING AND CHILD CARE SETTINGS 2016. As part of this, we require to know the identity of those collecting your child at the end of each session. Anyone coming to visit the children will be risk assessed - in addition staff and students working with the children will have enhanced disclosures. Our Child Protection Co-ordinator is currently Lee Mackenzie. Under GIRFEC (Getting it Right for Every Child) legislation your Health visitor is your child’s named person and it is our duty to liaise with them about your child. We also have a duty to record and report any signs of suspected physical or emotional abuse, substance misuse, neglect, radicalisation, sexual exploitation, bullying and trafficking.

Complaints and duty of candour

Dunscore Pre-School is committed to delivering an excellent service. We welcome being informed of areas where we are not meeting these high standards as such constructive complaints allow us to resolve issues in a fair and confidential manner. Complaints will be fully investigated and acted upon. In the first instance these can usually be resolved by talking to a member of staff or committee member, however we have a robust formal complaints procedure. Members of staff have completed duty of candour training which means when a serious adverse event happens, letting the affected people know, offering to meet with them, and apologizing if we are responsible

Curriculum

Dunscore Pre-School is committed to providing a nurturing, stimulating, and challenging environment which will develop and broaden children’s learning experiences. Practitioners are responsive to each individual child’s needs, including additional learning support needs and build upon prior learning and natural curiosity. We follow national guidance including Pre-Birth to Three, Building the Ambition, Curriculum for Excellence: Early Level. All children learn in different ways and we employ a variety of approaches with an emphasis on active learning. We take a holistic view of learning which involve planned meaningful and interdisciplinary learning experiences. We recognise the role of ICT in preparing skills for lifelong learning

Emergency Procedures

In the event of your child becoming unwell during a session we will contact you or your emergency contact by telephone. It is, therefore, vital that you keep the information you have given us up to date.

In the unlikely event of an accident your child will be taken by arrangement to Cairn valley Medical Practice or to hospital and you or your emergency contact notified.



Equal opportunities and inclusion

Our aim is to be inclusive and to celebrate the rich diversity in society and we are committed to promoting equality of opportunity for all. The centre is open to every family in the community and we encourage parents and carers to become involved by making them welcome and encouraging them to contribute in whatever way they can. All children are respected and their individuality and potential recognised, valued and nurtured in an environment free from prejudice, gender stereotyping and discrimination. Our policy reflects the equality act 2010.

Fees

We ask for a daily contribution of 50p to help towards the costs of snack, cookery, parties, etc. This also includes registration as a family member of the pre-school council. You will be billed for these at the start of each term. See our constitution on the web site if you would like more details of this. The majority of children will qualify for funding from D & G Council. However, where a child wishes to start aged 3 but before funding commences or a parent wishes to purchase additional hours then there will also be sessional fees of £12.50 per session. This fee will be annually reviewed at the AGM in June so may be increased then. We organise regular trips and on occasion there may be a small additional cost for these to cover bus hire or entrance fees. You will always be informed about these in advance and can speak to staff in confidence if there are any issues.

Fire and Emergency

We take our responsibilities towards the safety of children and staff very seriously. Staff carry out termly fire and emergency drills to ensure that children know what to do in an emergency. These are logged in a fire register. Children know to gather in the designated area of the primary playground and to wait until advised that it is safe to re-enter the building. Our fire equipment is checked annually and regular risk assessments are carried out.

Gifting

Money gifted to Dunscore Pre-School is used for the purpose of running the group or the purchase of appropriate equipment. We appreciate that some parents may also wish to give small personal gifts on special occasions

GIRFEC

At Dunscore Pre-School centre we support the Getting It Right for Every Child principle which include the wellbeing of children, respecting confidentiality and sharing information, promoting opportunities and valuing diversity, promoting the same values across all working relationships, putting the child at the centre, providing additional help which is appropriate, proportionate and timely, working in partnership with families, building a confident workforce to promote children's wellbeing, taking a holistic view of the child, co-ordinating help, supporting informed choice, keeping children safe, making the most of bringing together each worker's expertise, and building on strengths and supporting resilience.

Health and safety

Dunscore Pre-School takes its responsibility for the health and safety of staff children and their families very seriously. All staff receive regular health and safety training and we have a robust system for assessing risk and potential hazards. All staff are paediatric first aid trained and hold food hygiene certificates. We have a dedicated health and safety officer, record and report injuries, diseases and dangerous occurrences and carry out regular fire safety drills. Our equipment is checked regularly and we arrange for annual electrical and fire safety equipment testing.

Intimate Care

Dunscore Pre-School recognises that children reach developmental milestones at varying chronological ages and all children will be welcomed regardless of their progress towards being fully toilet trained. We view toilet training as a self-care skill that children can learn with your full support and the support of staff. We ensure that children have privacy and dignity when their needs are being met and we will work with you towards helping children gain independence in toileting.



Medication & Sun Awareness and Protection

It is your responsibility to ensure a child is well enough to attend session, however Dunscore Pre-School Centre recognises that children can present with a wide range of medical requirements related to their individual needs. You must inform staff of any medication being currently administered and where possible medication should be administered at home, however in some circumstances, such as the treatment of asthma, allergic reactions, seizures, the administration of medicines may be necessary during session. You must fill in a Parental Medication Permission Form and sign and acknowledge medication given to their child each day. All medication should be clearly labelled with the child's name, in its original container with the information leaflet and dosage instructions and handed to the supervising Play leader who will ensure it is kept in a secure place. Staff will ensure that proper procedures are followed. Medication will only be given to maintain a child's health and wellbeing, when recovering from an illness or when it would be detrimental to the child's health for medicine not to be administered. We promote the effective use of sunscreen which should be applied before session where possible, and encourage the use of clothing to provide adequate sun protection. We ask parents to provide any sunscreen which they wish to be administered to their child.

Outings.

Outings provide a range of learning experiences and learning opportunities beyond the setting. We regularly visit the woods, park and local area and on occasion travel further afield to visit other settings, theatre, museums, farms and businesses. These may be guided by the group's curriculum planning or in response to an idea initiated by the children. Outings permission forms should be completed for trips out with the village and appropriate child to adult ratios are maintained. Parents are given the opportunity to participate in trips where possible and any additional costs to cover transport or entrance fees are clearly explained.



Participation

Dunscore Pre-School strives to ensure that every child/parent/carer can get involved in shaping the service we provide. We encourage and welcome all forms of parental involvement recognising the added value and benefits that participation can bring to the setting, children and their families. We acknowledge the parent's role as prime educator and encourage you to work closely with us to promote wellbeing, learning and development. We welcome your contributions through your personal and professional skills, knowledge and interests. We encourage children to be co-creators of their own learning and respect their wishes by listen carefully to their ideas

Risk assessments

Dunscore Pre-School has a robust on-going risk assessment process which ensures a healthy and safe play experience, reduces the possibility and cost of injuries, illness, property and equipment damage, manages health and safety and produces a high-quality working environment. We examine our environment and activities to identify hazards, people who may be at risk and factors contributing to risks. We evaluate the consequences of risk and implement changes and control measures. A record of accidents and incidents is kept at the centre

Social Networking

Dunscore Pre-School recognises that the internet and social media provides benefits for staff, the children and their families. We do however ask that everyone involved with the centre uses good judgement and respects the privacy, safety of children, confidentiality and the feeling of others. Photographs of the children other than your own taken at the centre or on trips may only be taken with the express permission of parents. We have a secure family messaging service 'class Dojo' and a digital learning portfolio 'learning journals'. Once you have signed up you will be sent a secure log in and will have access to photos of your child. Please feel free to speak to our manager or chairperson if you have any social networking concerns

Toddler group

At Dunscore Pre-School we welcome all children under the age of three, and pre-school aged children with younger siblings to a weekly group during term time. This currently meets on Friday afternoons 1.30 - 3.00 p.m. These are friendly, informal sessions with plenty of toys and activities for the children where children can have fun and socialise and you can meet other parents and carers in the area. There is a small charge per session to cover the cost of heating, new toys, snack, etc.



Transitions

We work closely with you to ensure that your child has a smooth transition from home to Dunscore Pre-school Centre. We recognise that each child is an individual and that some will require greater support than others. We work closely with families, child minders other ELCC settings and primaries to ensure that we share knowledge and expertise so that we can all work together in the best interests of your child.



Dunscore Pre-school Centre
The Old School Dunscore
Dumfries DG2 0SY
Tel: 01387820273
admin@dpsc.org.uk

