



PARENT & CARER HANDBOOK

Dunscore Pre-school Centre



LEARNING, HAVING FUN, MAKING FRIENDS

THE STAFF



MANAGER - CAROLINE WAUGH
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PLAYLEADER - LAURA MUSHET
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PLAYLEADER - RACHEL MOUAT
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ADMINISTRATOR - MORAG WALKER
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All staff can be contacted at the centre on
01387 820273
or on
staff@dpssc.org.uk



All our experienced and enthusiastic staff have undergone PVG checks and are committed to providing a caring, fun and safe service for you and your child. Find out more about them, their current training and their interests on our website.

They are there to help you and your child so have a chat and be sure to let us know of any problems we can help with.

About us

We are a charity and owned by the local community. Parents and members of the community help run us through a Parents' Forum and our annually elected trustees. We get funding from Dumfries & Galloway Council for each session a child attends. Often this does not cover all our costs so we rely on donations, grants and fundraising for the running of the centre.

WELCOME

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

About Our Sessions.

8.30am - 4.00pm Monday - Thursday

Our places are only available during the school term.

Children can start with us from the age of 3

Places will be funded by Dumfries and Galloway Council at the start of the term

following a child's third birthday in Aug, Jan and April (following council regulations).

There are no additional costs for funded children. Costs for unfunded places are £20 for a full day and £10 for a morning or afternoon.. Costs will not rise during each term.

Current fees can be found on our website.

Arrivals and Departures

- ☺ Once our staff have carried out essential safety checks the doors open at 8.30am
- ☺ Children can be picked up anytime before 4pm but please liaise with staff over when you would like to collect your child.
- ☺ To keep everyone safe, we ask that you provide details and a photo of everyone that will be picking up your child.
- ☺ In exceptional circumstances (e.g. doctor's appointments) it may be possible to drop children off earlier or pick up later. Please speak to staff in advance so appropriate arrangements can be put in place.
- ☺ It would also be greatly appreciated if you could pick your child up at 4pm sharp (or at your agreed time).
- ☺ If your child is not attending a session please let us know the reason in advance or as soon as possible on the day. This is essential as we have to account for any absent children.
- ☺ If you have been held up, please contact us as soon as possible so that your child is not worried and the playleaders can make alternative arrangements. We may need to charge a late fee to cover extended wages.

What to bring

We have prepared a kit list for you. We all spend a lot of time outdoors including whole days in the woods so plenty of layers and warm clothes are essential. If you do not have any of the kit let us know as we often have this at the centre or have some items which can be purchased at cost price.

We also have a large indoor climbing frame so clothes must be suitable for taking part in all our activities.

Snack lunch and Dietary requirements

- ☺ Fruit is always available for our morning and afternoon snack along with a drink of milk or water. Other tasty snacks are planned to meet children's preferences, expand their range of food and reflect activities.
- ☺ Children will also be involved in making, baking or preparing their own snack
- ☺ Meals are freshly cooked in the primary school and you will be asked to pre-order each term.
- ☺ Please let staff know about any specific dietary requirements, intolerances or allergies.



Settling In and transition

Children have different needs for settling in and they will be catered for individually. Before starting we welcome parents and children to come for a visit and a chat. We will work closely with you to help your child to become happy, settled and secure with us.

Every child has their own Personal Learning Plan and Care plan which we will develop with you. You can view, comment on and discuss these with staff at any time.

We work closely with families, child minders, other settings and primaries to ensure that we share knowledge and expertise. This means we can all work together in the best interests of your child.

All the Children regularly spend time at the Primary school taking part in activities such as PE and story time. In their final term with us, transition sessions are organised with Dunscore Primary School. If your child is due to attend another Primary we will work with them to provide transition sessions and visits for your child.

Communication

- ☺ We keep in touch with each other via messages on the Class Dojo app and email. You will be provided with a personal dpssc email and a Class Dojo sign up link.
- ☺ You will also get regular newsletters letting you know what the children are going to be doing and ways in which you can get involved.
- ☺ Information to let you know about forthcoming events both at the centre and in the community will be displayed on our outdoor notice board and our parent notice board and whiteboard in the entrance hall.
- ☺ We have an board in the playroom, where you are welcome to add any details of your child's successes and activities outside the pre-school.
- ☺ We will work with you to develop your child's Personal Learning Plan and this is always accessible for you to look at, share with your child and comment on.
- ☺ There are a private parents' groups on both Facebook and Microsoft teams.
- ☺ There is a wide range of information all available on our website (www.dpssc.org.uk) and in your OneNote parents notebooks.
- ☺ We are always reviewing how we communicate with the Dunscore Pre-school family - if you have any ideas or suggestions let us know.

Bad Weather and Emergencies

There may be times when we have to close such as during bad weather; or if your child becomes unwell we may need you to pick them up. We will let you know using a message, text or telephone. If we cannot contact you, we will use your emergency contacts. So, please keep all your contact details up to date!

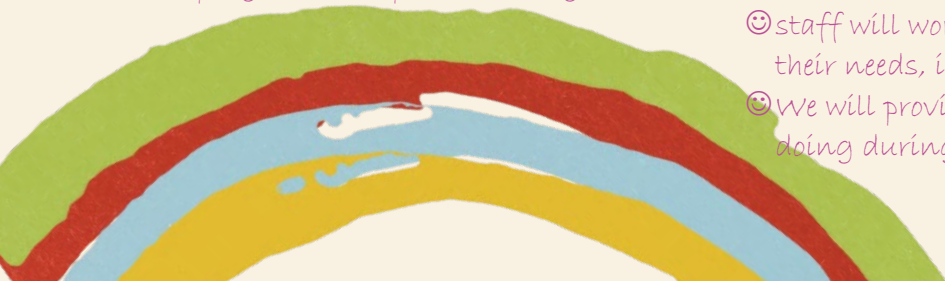
No child will be permitted to leave without an accompanying identified adult.

In the highly unlikely event of a serious accident we will take your child to Cairn Valley Medical Practice or hospital and you or your emergency contact will be notified.

Please Get Involved!

We would love every child, their family, carers, and friends to be involved with the preschool. This includes:

- ☺ Sharing your skills, hobbies and interests
- ☺ Getting involved with running the centre
- ☺ Taking part in fund raising activities
- ☺ Helping out on trips and outings
- ☺ staff will work with you and your child to get to know their needs, interest and aspirations
- ☺ We will provide you with information on what we are doing during sessions so you can follow this up at home



“ WE LOVE DUNSCORE PRE-SCHOOL BECAUSE: ”



THE CHILDREN TOLD US:



- 🗨 **Drawing Pictures**
(expressive arts)
- 🗨 **Spiders Web climbing**
(active play in the woods)
- 🗨 **Finding Unicorns**
(investigative skills)
- 🗨 **Playing Babies**
(imaginative role play)
- 🗨 **Being me**
(confidence in own play)
- 🗨 **Feeling like playing in a shower**
(outdoor play in the rain)
- 🗨 **Catching a spider**
(examining nature)
- 🗨 **Seeing the field when the fog goes**
(observational skills)
- 🗨 **Snack club**
(End of session snack)
- 🗨 **Building our toys**
(creativity & measuring)



ABOUT OUR SESSIONS

We are currently developing a video to tell you and your child more about A Day in the Life of Dunscore Pre-school Centre. This along with lots of other useful information about our sessions will be available from our website soon. Your child will be cared for in a small group of no more than 20 children in two playrooms by experienced, dedicated and enthusiastic practitioners. We play outside as often as the weather allows and have regular sessions where we spend the whole day in the woods.



Medication

- ☺ A child must be well enough to attend session, however they may still need medication to be given during a session.
- ☺ Many medications require clearance from our insurers so please give us warning before turning up to a session with medication.
- ☺ You will be asked to fill in a Parental Medication Permission Form and sign and acknowledge medication given to your 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 playleader who will ensure it is kept in a secure place.
- ☺ Staff will ensure that proper procedures are followed.
- ☺ Please also inform staff of any medication currently being administered at home.



Sun Awareness and Protection

We provide sunscreen for regular application on children playing outdoors in sunny weather. We are happy to apply different sunscreen on your child if you let us know. We would also encourage you to send your children in clothing which provides adequate sun protection.

Diseases and Infections

Luckily we are no longer restricted in what we can offer you and your family. Throughout the outbreak of any infection we will follow the most up to date health guidelines. However, as COVID19 is still circulating we ask that if your child has a fever or other COVID symptoms that you do not send your child to pre-school for 3 days after the start of symptoms. For other infections we have included a handy chart for you explaining what to do. Please take note of the time that they must be kept off pre-school.

If a child becomes unwell during a session they will be cared for away from other children until they can be collected. Staff will continue to work as hard as possible to ensure our setting is safe for you and your child without impacting on the level of warmth and care we provide, whilst still promoting fun, curiosity and a love of learning. To that end we have introduced the following measures which we hope will reassure you and your child.

Risky Play

We encourage our children to take risks in their play and learning. We assess the activities to mitigate accidents and reduce injury. However, accidents can still happen and staff will keep you informed if this happens.

Intimate Care

- ☺ Children reach developmental milestones at different ages.
- ☺ All children will be welcomed regardless of their progress towards being fully toilet trained.
- ☺ Toilet training is a self-care skill that children can learn with support.
- ☺ Children will have privacy and dignity when their needs are being met.
- ☺ We will work with you towards helping children gain independence in toileting.

Giftng

Money gifted to 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. In order to safeguard staff we ask that a parent is always present when a child hands a gift to a member of staff.



Equal opportunities and Inclusion

- ☺ Positive relationships are vital to our work
- ☺ We are committed to promoting equality of opportunity for all. .
- ☺ We are open to every family with pre-school children in the community and look forward to welcoming them.
- ☺ We encourage parents and carers to become involved.
- ☺ All children are respected and their individuality and potential recognised, valued and nurtured in an environment free from prejudice, gender stereotyping and discrimination.
- ☺ Discrimination, bullying or harassment of staff, children and their families are not acceptable. Please report any incidents as soon as possible to the manager or chair.
- ☺ If you feel your child has any additional needs or have any worries please get in touch and we will work with you to provide the support they need to get involved and reach their potential. We can also help you access advice and support from other agencies.

Toddler group

1 - 3pm every Friday during term time

We welcome all children under the age of three along with their parent or other care giver and pre-school aged children with younger siblings to our weekly group during term time. These are friendly, informal sessions with plenty of toys and activities for the children where they 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. Please ask us for more information.

Social Networking

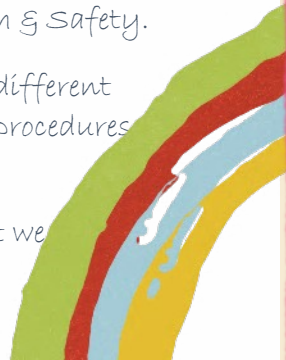
- ☺ Please use good judgement and respect the safety of children, confidentiality, privacy and the feeling of others when posting online.
- ☺ Photographs of the children other than your own taken at the centre or on trips must only be taken with the express permission of their parents.
- ☺ ClassDojo is a secure family messaging service. Once you have signed up you will be sent a secure log in and will have access to photos of your child.
- ☺ Parents will be given preschool email addresses they can use to contact each other to allow their personal emails to remain private.
- ☺ Both our Facebook Group and TEAMS parents' site are private to each year group of parents.
- ☺ Please feel free to speak to our manager or chairperson if you have any concerns.

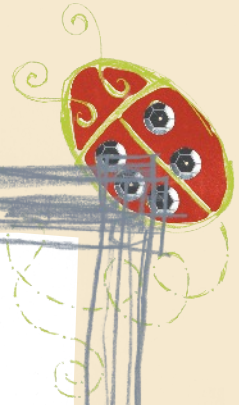
ADDITIONAL INFORMATION

We have tried to keep our parents' handbook short but informative. There is loads more information about the pre-school on our website which is currently being re-done and when your child starts you will have access to your parent's notebook where you can find all our policies and procedures as well as information on things such as the curriculum, child protection, duty of candour, GIRFEC, data protection and Health & Safety.

If you do not have access to our online resources, need anything in a different format or language or want further information about the centre, its procedures and how we are run just ask.

We hope you will let us know if there is any way we can improve what we are doing.





DUNSCORE PRE-SCHOOL CENTRE
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We are a Scottish Charity, Status No. SC014199, a member of Early Years Scotland, and a Partnership Group Member with Dumfries & Galloway Council.

