

Welcome Book
Information for Parents and
Carers

Dyke Pre School Centre



**Dyke and District Hall
Dyke
Forres
IV36 2TF**

**07375554797 / 01309 641 285
dykepreschool@gmail.com
www.dykepreschool.org.uk**

**Facebook: Dyke Preschool
Dyke Preschool Information Group (Closed Group)**

Charity no.: SCO28014

This booklet contains all the information you will need to know as a parent or carer of a child at Dyke Pre-School Centre. You will also be given a 'handy information' leaflet along with this Welcome Book which contains useful day-to-day information in a more condensed format. If you have any further questions, please get in touch.

Introduction to Dyke Pre-School Centre

Dyke Pre-School Centre is a Community run Group and registered charity that is owned and managed by the parents of the children on the Register, and is in Partnership with The Moray Council.

Dyke Pre-School Centre is registered with The Care Inspectorate and is a member of Care and learning Alliance.

On registering your child with the Centre you automatically become part of the committee.

Representatives of the parents are then elected to serve as office bearers, who oversee the day-to-day running of the Centre and are the employers of the staff.

The Committee hold regular meetings to which all parents are invited. Your views are welcomed on such matters as ideas for outings, new equipment, fundraising, and play ideas.

Parents and carers are encouraged to take part, not only as office bearers, but also at our fun, and fundraising events, held throughout the year. It is a great chance to meet other parents and to help shape the future of the Pre-School.

**We thank you for your support and hope that you and your child
enjoy your time with Dyke Pre-School Centre.**

Aims of Dyke Pre-School Centre

- 1: Provide an environment which encourages every child to be safe, healthy, achieving, nurtured, active, respected, responsible and involved.
- 2: Provide a broad range of appropriate preschool experiences in line with the Curriculum for Excellence.
- 3: Encourage, support and enable different areas of development to help the children transition to primary school
- 4: Provide a high level of childcare using the National Care Standards (0-16) and the child at the centre 2 as guidelines for implementing new procedures, policies and to further improve the standard of the care provided via monitoring and self-evaluation.
- 5: Identify and provide relevant training for staff, including that required to meet SSSC registration requirements.
- 6: Respect and involve parents in the care and education of their child.

Session Times and Term Dates

Dyke Pre-School term dates are issued in the regular newsletters and are the same as Dyke Primary School, which are available on the Moray Council website.

http://www.moray.gov.uk/moray_standard/page_55829.html

Staff

We are a small, friendly, caring team. The team involved directly with your children are:

Trisha Goodall, Pre- School Centre Manager

- BA Childhood Practice
- SVQ3 Childcare and Learning
- Elklan Language Builders level 3

Trisha has over thirteen years child care experience with the Care and Learning Alliance. She joined Dyke Pre- School in August 2013. Her role includes managing the Centre, the staff and ensuring the needs of the children are met.

Lisa Killeen, Senior Practitioner

- SVQ 3 social Services, Children and young people
- HiMATS Practical First Aid Course

Lisa started working at Dyke Pre-School in August 2017. She is married with a teenage daughter.

Jackie Newlands,

- HNC childcare and Education
- HNC Young people's health and wellbeing.

Jackie has had a varied childcare career in both Scotland and England she lives in Forres with her husband and has four grown up children and five grandchildren.

Linzi Dean

- Is new to the centre and is in the process of beginning a BA apprenticeship in Early Learning and childcare.
- First Aid

Linzi is married with 2 boys who both attend Dyke Primary School, she lives in Conicavel and loves the outdoors.

Centre Management

Dyke Pre- School Centre is a committee run charity, and a team of volunteers dedicate much of their personal time to ensure the Centre runs efficiently and happily for all involved. All parents are automatically members of the committee and are therefore involved in the shaping, running, funding and improving of the Centre.

Dyke Pre- School Office bearers for 2021/2022 include:

Chairperson- Mhairi Ironside

- Chairs meetings of the committee
- Chairs meetings of the council (i.e. all the members - the AGM)
- Keeps an overview of the work of the Centre
- Delegates work to committee members, staff and parents/ carers
- Keeps everyone well informed
- Ensures good handover to the next committee
- Is friendly and welcoming to all parents

Secretary - Sarah Travis

- Relied upon for the organisation of all paperwork and correspondence
- Takes, and circulates, minutes of meetings
- Books venues, and is in charge of basic publicity
- Informs CALA, Care Inspectorate and Local Authority of changes in committee members
- Ensures the recording attendance and apologies in the minutes, to show the meeting was quorate
- In conjunction with the chairperson completes The Social Care and Social Work Improvement Scotland SCSWIS paperwork with assistance from play workers or CALA
- Is responsible for storing the Centre's official document including; list of committee members, inventory of equipment, personnel files for staff, names and addresses of other relevant organisations, waiting list, insurance certificate, registration documents

Treasurer-

- Maintains the bank account
- Charges fees and issues receipts
- Receives any other income and issues receipts
- Lodges cash and cheques promptly
- Keeps accounts of all income and expenditure

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- Pays all bills as authorised by the committee and obtaining receipts
- Presents financial reports at each committee meeting
- Prepares the Annual Statement of Account for the AGM
- Arranges to have accounts audited
- Pays staff wages at the agreed rate and time, including N.I. contributions and HM Revenues and Customs
- Issues wages slips
- Pays expenses to members as agreed by the committee
- Keeps a note of small amounts as petty cash
- Sends audited accounts and the chairperson's report OSCR (Office for the Scottish Charity Regulator)
- Sends audited accounts to the Local Authority

Other Committee Members

Minute Secretary - Alison Davidson

- Takes minutes at committee meetings
- Types up minutes for the Secretary to distribute
- Supports the Secretary as appropriate
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Fundraising coordinator -

- Works closely with the office bearers on promotion and fundraising needs of the Centre
- Coordinates fundraising events
- Organises special fundraising meetings

Web Coordinators- Shaun Moat

- Maintains website
- Updates website

Social Media - Iona Johnson

- Regularly updates all social media platforms.
-

Our Centre

Dyke Pre- School Centre is purpose built and is located within Dyke and District Hall. Although many other members of the community use the main hall at different times, our preschool room is secure within the building and includes our own outdoor space for outdoor learning and gardening. We feel that our location within the Hall and village enables

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our children to feel part of the wider community of Dyke and surrounding areas.

Admissions Policy

2-3s Group. Children may join this group on their second birthday. Fees are outlined later on in the booklet.

3 - 5s Group. Children are eligible for a place at the 3-5's Group at the next intake after their third birthday (ie August, January and April). We cannot guarantee a place but intake will be done in order of age. When a place becomes available it will be offered to the oldest child on the waiting list.

Fees

Dyke Pre- School Centre is in Partnership with Moray Council to provide funded early learning and childcare.

Funded sessions are provided to preschool children and some 2 year olds. These sessions are not flexible and must not be carried over if missed, or swapped for different sessions during the term

All fees must be paid for, for all allocated sessions (funded or paid for) This includes any days off due to illness/holidays.

Summary of fees:

Childcare for children aged 3 - 5 years	
Funded preschool places	5 x 6 hr session free
Additional 3 hr 10 mins sessions	£10.85
Childcare for children aged 2 - 5 years Some 2's are eligible for funding please ask if you are not sure.	
2 - 3 club 3 hr 10 mins session	£10.00
Snacks	85p per session

Invoices

Invoices will be issued at the beginning of each term for the forthcoming term's session fees. Fees are payable in full 14 days after receipt of the invoice.

Payment Methods

Our preferred payment method is direct to our bank account;

Bank of Scotland

Account No. 00309859

Sort Code 80-06-81

Please provide the child's name as the reference on the payment.

Late Payment of Fees

The process of issuing reminders to parents for outstanding fees is both time-consuming and embarrassing due to the nature of our all parent management. To support the Treasurer's role, we have created a policy for the late payment of fees based on best practice guidance from the Care and Learning Alliance.

Please note that payment by instalments is available only by prior arrangement.

1. The treasurer issues invoices at the beginning of each term for the forthcoming term's fees.
2. Invoices will be issued with the notification that "payment is due immediately" and "full payment is required within 14 days of the date of the invoice". The specific date will be detailed on each invoice.
3. If fees are not paid by that date, the Treasurer will issue a first reminder letter with a note of the outstanding fees and with the payment deadline of a further 7 days.
4. Continued failure to pay will result in a second reminder email being sent by the Treasurer giving an additional 7 days and a warning that the child may be denied access to the Centre
5. If no payment is received the Treasurer will issue a final reminder letter stating that access to the Centre can only resume when payment has been received in full the letter will be sent by recorded delivery. The child will not be accepted in to the centre from this date.
6. If the late fees are still not paid in full, the committee will raise an Action through the small claims court at Elgin Sheriff Court and the parent will be liable for all charges.

7. If the child arrives at the Centre when access has been denied, the Lead Practitioner will first contact the parent for immediate pick up. Failure to do so will result in Social Services being informed.

Provision for Children with Additional Support Needs

If a child with special educational needs is enrolled for Dyke Pre- School Centre the Staff will liaise with parents and professionals to ensure they can provide the child with the support that he/she needs, and if necessary will then consult with The Moray Council for advice on professional support. i.e. One-to-one support, speech therapy, physiotherapy etc.

Settling In

Parents and their children are welcome for an initial visit before starting in Dyke Pre- School, so that you can become familiar with the staff and the activities in the Group. We recognise that settling in, is an important stage in the transition between home and the outside world and appreciate that all children are different and some will take longer than others to settle. When it is time for you to leave your child, we urge you to say "Good bye" and not just disappear. Parents are welcome to stay for part (or all) of your child's first session, if this would help in settling in. Parents are asked to go at their child's pace and never to force this process. Many children who have already attended our 2-3's Group make the step up to 3-5's without any problems because they are familiar with the surroundings and the routine. On arrival we ask parents to check the notice board, encourage their children to hang up coats on pegs, change their shoes, find their names for self-registration and wait until a member of staff opens the door and welcome you.

Collecting at the End of a Session

At the end of the session, we ask that parents wait in the foyer until a member of staff opens the door makes eye contact with you and calls your child to you.

Please let staff know if someone other than yourself is to collect your child from the Centre. Parents must sign a "collection sheet" stating who

will collect the child. If that person is not known to staff then I.D and a password can be agreed. The person collecting the child must then quote this password. A responsible person, aged over 16, who is known to the child, must collect children.

If there is someone who must not collect your child then it is extremely important that the Play Staff are made aware of this.

The Daily Session

The Centre offers a wide range of activities for the children at each session. These activities help the children to develop their physical, emotional, social and language expressive skills. We follow the **Scottish Curriculum for Excellence and Pre-Birth to Three documents alongside The Health and Social Standards, How Good is our Early Learning Centre and Realising the Ambition etc.**

The sessions provide opportunities for the children to experience:

- Painting - with brushes, fingers, sponges...
- Junk modelling - making pictures of models from boxes, cardboard tubes, card, paper, fabric, cotton wool, glitter...
- Dough - moulding and modelling with play dough and other substances...
- Construction - using Lego, Duplo, and other bricks and construction kits to teach children physical laws...
- Small world sets - farm, railway, roadway, dolls house, encourage an imaginative view to the outside world...
- Puzzles and games - role-playing games and a variety of puzzles stimulate imagination and encourage interpersonal skills...
- Books - picture and storybooks for individual and group reading...
- Physical play - hoops, tunnel, chute, balls, bikes...
- Games - singing/rhyming games, music and movement...
- Sand/water - with toys and measures...
- Outdoor play - ball games, tag...
- Nature Study - planting and growing bulbs and seeds, creepy crawly watch...
- And so much more.....

Activities do not always have an end product, as doing is an important part of the learning experience, the absence of "something to take home" does not imply a lack of labour or learning on the child's part. Staff welcome the chance to tell parents how their child has spent the day.

Your Child's Progress

A parents evening is held during the year when you can discuss your child's progress. Staff are available at the end of each session if you have any immediate queries or concerns. Children's' records are kept confidential at all times but parents have access to their own child's records on request in accordance with the open-door policy. Official bodies may require access to records.

Transition / Links with Dyke Primary School

Although we are a separate organisation to Dyke Primary School, we work in partnership to support transition from pre-school to primary school, as well as on joint projects such as events, visit and activities. We also run transition events with other primary schools where relevant. Please note - a place at Dyke Pre- School does not guarantee a place at Dyke Primary School.

Snacks

In line with our Healthy Eating policy children choose a snack which consists of fruit and/or vegetables, plus a variety of foods including toast, cereal, wraps, breadsticks, or something that is related to the theme for that week, and also a drink of milk or water.

Lunch

A free hot Lunch is provided by Moray Council for all funded children. This is a nutritionally balanced meal. They operate a 4 week menu which

we email out to the parents. You may provide a packed lunch if your child does not like what is on the menu. There are alternative menu's for dietary requirements including vegetarians.

Behaviour

At Dyke Pre- School we maintain our Golden Rules that focus on respect for others and personal safety. These are devised by the children at the beginning of the academic year and revisited often. You can see these on our wall.

'Golden Rules'

Walk in playroom. We can run outside
We run in the gym when it is safe to do so
We keep our feet on the floor
We remember manners
We are kind and gentle
We share

Any inappropriate behaviour will be addressed by Centre staff. The child will be taken aside and the staff member will explain why such behaviour is unacceptable. Any incidents will be dealt with as soon as they occur.

If a child's behaviour is causing concern, staff will make every effort to find out why the child is acting in such a way. They will discuss the situation in confidence with the parent(s) and work with them to find a solution.

In accordance with legislation, we operate a **NO SMACKING POLICY**. Parents are asked to respect this in the Centre.

Photography, Publicity and Online

During the course of learning the children may have their photograph taken. From time to time, especially during parties, trips or fundraising events, these pictures may be used for publication in the local press on our web page or social media. We understand that this may not be acceptable to all parents and we ask you to give your permission for any

such publication by completing the Permission for Photography section on the enrolment form and the media consent form.

Clothing and Footwear

- Clothing should be suitable for playing in - nothing too special in case of spills. Alternatively, we have our own green sweatshirts and Polo Shirts with the centre logo, and these are available for purchase
- Please provide a bag with a complete change of clothing, in case of accidents
- Children require soft shoes for indoor use, for example slippers or gym shoes, and wellies for outdoor play and outings. There is space for these to be left in the Centre during term time. At the end of each term parents should take home all shoes/slippers and check for wear and tear and size.
- If your child wears nappies, please put **at least two nappies, wipes and nappy bags** into their bag.
- Please make sure all items are named.

Communications

We issue newsletters weekly, and termly via email to keep parents up-to-date with activities, important dates and committee news. We also have a facebook group which we post regular updates on.

Emergency Closures

If Dyke Primary School has to close due to an emergency situation the Pre- School will also be closed.

Contact Numbers

Severe Weather conditions:

Information Hotline 0870 054 9999
Pin number 031210

Pre School:

Mobile number 07816 197766

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Severe Weather Conditions:

Parents should phone the hotline above (not before 8.30am) or listen to Moray Firth Radio for information on School Closures.

Other Emergencies (i.e. flood):

If the Pre- School needs to close before or during a session, all parents/ carers will be contacted by Trisha or a member of the Pre School Committee.

Parents should then phone the Pre- School Mobile (after 8.45am) before arriving at Nursery the following day (and subsequent days if necessary) to check that it has reopened.

It is important that the Pre- School has up to date contact details for your child. Please inform us of any changes, so we can amend our records.

Outings and Parties

Outings or parties held for the children may require parental help. This can take the form of accompanying your child to ensure correct ratios are maintained or donating food for the children's parties or items for raffles prizes.

Fundraising

Our costs are raised via fees paid for sessions by parents and through funded places by Moray Council. As a charity we rely on fundraising to support our centre beyond these funds for events, trips and for new equipment. The management committee organises fundraising events throughout the year and rely on parents and carers to support this. Additionally, we have ongoing fundraising via www.easyfundraising.org.uk - an online shopping cashback site.

Dyke Parent and Toddler Group

We have close links with Dyke Parent and Toddler Group. The group meets in the Dyke and District Hall and is also a parent run group. It aims to be a welcoming and fun play session for children while also allowing parents and carers a chance to socialise. The group runs on a

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Thursday morning between 9:30 and 11:30 and costs £3 per family, with the first session free of charge. for up-to-date contact details, visit Facebook: dyketoddlers

Equality and Diversity

Dyke Pre- School Centre recognises that all children and adults are different, with differing needs and abilities, but are all equally valuable. The group aims to allow everyone to reach their full potential, free from attitudes that would limit development. We hope to ensure this by ensuring the play environment and activities are non-discriminatory and through the provision of positive images of all children and adults living in our society.(This is a brief summary of information contained in our **Equality and Diversity Policy** and **Gender Equality Policy**. Please read the full policy document, which can be found on the **website** or **via email**.

Health and Safety Matters

It is the Centre's policy to promote the healthy development of children within a secure and safe environment.**The Centre's Health and Safety Policy is contained in the Policies and Procedures Folder at the Centre and must be read and adhered to by all staff and helpers.**

First Aid: All members of Play Staff hold a current First Aid Certificate. All accidents are recorded in the Accident Record Book and parents are given a duplicate copy of the report.

Medication: It is the Centre's policy never to administer any medicine unless upon written instruction from the parent/carer of a child, or if the medication is prescribed. If your child needs medicine during a session then please arrange this with the Centre Staff and complete and sign a Medication Sheet.

Emergency Contact: A list of emergency contact telephone numbers is maintained in case of an incident. Please inform play staff of any change to your telephone number or that of your emergency contact.

Fire Drill: The **Fire Drill Procedure** is posted on the wall at the Playroom entrance. The children and play staff will rehearse the fire drill at least twice each term.

Illness: If your child is ill, please do not bring him/her to the centre. Coughs and sneezes spread very rapidly through the group. If your child has a contagious illness, keep them away from the group until the infectious period is over. The following guidelines are the minimum periods of exclusion:

Chicken Pox: 10 days from onset of rash

Measles: 4 days from onset of rash

Rubella: 4 days from onset of rash

Mumps: Until swelling has subsided, but not less than 7 days from onset of symptoms.

Upset stomach: 48 hrs after the last episode of illness.

Nappy Changing: Staff member will wash their hands then wear disposable gloves to change a nappy. The changing mat is sprayed before and after each use with an anti-bacterial spray. Used nappy, wipes and gloves etc are securely double bagged and disposed of immediately and then staff member will wash hands again. The child will also be encouraged to wash hands.

Complaints Policy

The Centre operates a **Complaints Policy**. Any problems or queries should initially be brought up with the Play Staff. If this is unsatisfactory then the complaint should be brought to the Chairperson or any Committee Member. Any complaint will be dealt with immediately and a response made known to the complainant within 28 days.

The Scottish Care Inspectorate can also be contacted direct with any complaints:

Phoenix House
1 Wards Road
ELGIN
IV30 1QL

Tel: 01343 541734

