



Swansacre Playgroup Association  
21 -23 Swansacre  
Kinross  
KY13 8TE  
01577 862071

# WELCOME BOOKLET

21-23 Swansacre  
Kinross  
TEL : 01577 862071

## **Playgroup Sessions**

Tues, Wed, Thurs and Fri mornings 9.05am-11.50am  
Children from age 2 years welcome

## **The Inbetweeners Sessions**

Mon morning 9.05am-11.50am,  
Children from age 3 years welcome

With an optional Lunch Club from 11.50am-12.55pm

## **Rising Fives Sessions**

Tues and Wed 12.55pm-3.10pm  
This is complementary to preschool Nursery  
With optional Lunch Club, from 12.10am-12.55pm, beforehand

## **Babies & Toddlers**

Thurs 12.45pm-2.45pm  
For children and their parents/carers

For more information and availability please contact  
Playgroup (862071 or 07592 392235) or Lisa (07736642070;  
[enrolments.swansacre@gmail.com](mailto:enrolments.swansacre@gmail.com))



## Introduction

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Swansacre Playgroup welcomes you and your family to our group. We have been operating in our building for 40 years, and 2011 was our 40<sup>th</sup> anniversary. We offer an excellent range of pre-school educational sessions, for children aged birth to 5 years old. Details of these groups can be found in this booklet.

All of our sessions welcome parents and carers so feel free to drop in during any session to speak to a playleader.

We are a charitable organisation and have a committee of parents who run our playgroup. We are always looking for new ideas for fundraising and offers of help from our parent members. If you feel you can offer any help to our organisation, please contact a committee or staff member. Details of our staff and committee members are available on one of our notice boards in the entrance to Swansacre.

If you would like to contact Swansacre Playgroup please call 01577 862071 or 07807 908833. If you would like to enrol your child(ren) in one or more of our sessions please contact our Enrolments Officer, Lisa (07736642070; [enrolments.swansacre@gmail.com](mailto:enrolments.swansacre@gmail.com))

We hope you and your family enjoy your time with Swansacre Playgroup.

## Opening Hours

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Monday	9.05 am – 12.35 pm
Tuesday	9.05 am – 3.10 pm
Wednesday	9.05 am – 3.10 pm
Thursday	9.05 am – 11.50 am; 12.45pm – 2.45pm
Friday	9.05 am – 11.50 pm

## Fees

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Our fees are agreed annually at our AGM and voted for by our committee and any other parents/carers attending the AGM. A notice of current fees is displayed in Swansacre. We offer concessionary rates for those in possession of a valid exemption certificate. Please speak to a playleader who will provide details regarding this scheme (in confidence). You will be required to read and sign a copy of our Fee Policy prior to your child being accepted at Swansacre. A two week notice is required for withdrawal of a child from Swansacre, and fees are due for these two weeks whether the child attends Swansacre or not. We also accept various child care vouchers. Please speak to a playleader for more details.

## Staff Ratio

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Our staff to children ratios are 1 adult to 5 children aged 2-3 yrs and 1 adult to 8 children aged 3 – 5. We operate a parent duty rota for Playgroup, the Inbetweeners, and Rising 5's.



## Playgroup - Aims & Objectives

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The group is a member of the Scottish Pre-school Playgroup Association (SPPA) and looks to advance the education of pre-school children so that they may take a constructive place in the community. We operate under the legal control of The Care Inspectorate and are inspected annually.

Our primary objective is to provide a safe, secure, interesting, stimulating, and, above all, FUN environment where preschool children can learn and develop through play.

Children are encouraged to participate in free play, choosing the activities they want to get involved in themselves although the sessions have some structure: children group together for a discussion relating to the current topic ("circle time"), for activities, and also for a healthy snack. Children are also encouraged to participate in a craft activity in small groups while being guided by playleaders as well as being encouraged to join in story time, singing activities, and outdoor play in our well-equipped garden. The morning sessions end at 11.45am and the afternoon sessions at 3.15pm when children are seated at tables and given any artwork/craft they have created during the session awaiting collection by the parents/carers.

## Rising 5's

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Our Rising 5's sessions are designed to compliment school Nursery education for children in their pre-school year. Running on a Monday morning and Wednesday afternoon, the group can accommodate a maximum of 16 children per session and is run by 2 playleaders with two parent helpers allocated by a rota system.

Even in their preschool year, children learn best through play; this is well-documented, and the theory behind it is based on the various aspects of children's development, but more specifically, on how children learn. There are also different types of play: free play and adult-led play. At Rising Fives, we use a combination of these types of activities to encourage children's learning and development. The activities we engage in include:

- baking
- age-specific crafts and activities related to the topics we are covering (could include painting, junk-modelling, salt dough modelling, etc...)
- a visit to the Fire Station (in the last term)
- a visit to the Potager Garden (in the last term).

Whilst we encourage writing, reading, and numerical skills in a general manner, through pattern development and talking about letters, shapes, and numbers when they come up on a daily basis, we do not sit down to "teach" these skills as such, as we believe that the children's learning and development is better encouraged in other ways.

## The Inbetweeners

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This club is open to children from the term that they turn 3 years old. It follows the same principles as Playgroup, but is run for older children. The Inbetweeners allows ante-preschoolers and preschoolers to mix in the familiar environment of Swansacre.



## Babies & Toddlers

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All mums/dads/carers and their babies and toddlers are welcome to join our group. We welcome all children from birth to approximately 3 years. Meeting once a week, parents/carers can share experiences and make friends with each other in a friendly environment while the babies and toddlers can play in a safe and stimulating area. Parents/carers are asked to volunteer to share in the rota for snack time, supplying baking or biscuits for the adults.

## Swansacre Policies

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Swansacre Playgroup is governed by The Care Inspectorate and operates according to the necessary Policies and Procedures by legal requirement. Copies of these documents are available to read in Swansacre Playgroup. Please ask staff or a committee member if you would like to view these.

## Parent Duty

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Swansacre operates a parent duty rota as detailed in our Parent-Carer Duty Policy. As we cannot afford to cover our adult to children ratios with paid and disclosed staff for all sessions, we expect parents/carers to help staff as per our rota system. This allows staff to spend their time with the children rather than tidying/cleaning, etc and means that they are free to assist children with toileting and hand washing in the knowledge that the remaining children are supervised. There are several relief playleaders available to cover your duty if you are unable to arrange a swap with another parent/carer. You are responsible for paying the relief cover directly at the beginning of the shift they are covering on your behalf. Parent/Carer Duty is required for all sessions, including Lunch Club.

## Suitable Clothes

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Our Outdoor Policy states that children will be encouraged to spend time playing outside at each session, depending on the weather. Children will be taken outside in wet, cold and snowy weather as well as in hot weather unless it is extreme or poses a danger to the health and wellbeing of the children. Please send your children appropriately dressed with suitable headgear and footwear. At Swansacre Playgroup, we do not provide or apply sunscreen. Please apply to your child before leaving them at playgroup and provide a sunhat and long-sleeved top in their bag.

## Food Policy – Snacks & Lunch Club

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Swansacre offers a healthy snack each day and displays a weekly menu prominently in Swansacre. If your child has any food allergies or intolerances please advise staff immediately and see the section below on Medication. Please read our Healthy Eating Policy for more details regarding our snacks.

At Lunch Club, we promote healthy eating, so we ask that you do not send fizzy drinks or excessive amounts of sweets. We encourage children to attempt to eat all of their packed lunch contents, so please think of how much your child is likely to eat!. We also ask that you do not include any nuts (or items containing nuts) within the lunch boxes.



## Settling In

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Swansacre Playgroup operates a key worker scheme whereby each child is allocated to one member of staff, their key worker. As far as is possible your child will start playgroup on a session when his/her key worker is present. The key worker will help with settling in and provide consistency of care to your child during the settling in period. Please read our Settling In Policy for more details. We are very flexible in our approach to settling in, as each child is individual and settles at his/her own pace. However, we do advise from the very beginning that the parent/carer leave for at least part of the first session, as otherwise the child can get a false impression and think that the parent/carer will always be staying. Please speak to a member of staff if you have any queries or issues regarding settling in!

## Illness & Absence

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It is our policy not to accept any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed after the illness. If you are concerned about the health of your child, please discuss your concerns with a playleader prior to leaving your child at Swansacre. There is a Communicable Diseases fact sheet displayed at Swansacre for your information. Please read our Children Taken Ill At Swansacre Policy and Procedure. If your child is ill and will not be attending a session or you are going to be on holiday, please advise staff either beforehand or on the morning of that session. Otherwise, staff must phone to find out the reason for the absence in line with our Child Protection Policy.

## Toys

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Staff at Swansacre would prefer parents and carers to discourage children from bringing their own toys into our premises. The exception to this is any item, blanket, or toy that is a comforter for your child. Please speak to your key worker to advise how the comforter is used by your child.

## Toileting and Nappy Changing

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In line with our Child Protection Policy, all toileting, nappy changing and handwashing at the sinks beside the toilets will be dealt with by ONLY our staff having been satisfactorily disclosure checked as per the Disclosure Scotland Act. Please read our Toileting and Nappy Changing Policy for details. When your child is toilet training, please advise your key worker to allow them to work with you and support your child in whatever way you feel appropriate in order to make the transition from nappies to pants as stress free as possible for your child. Also, in case of accident, please supply spare clothes in a bag with your child's name on. Please complete a Toileting Information Form for playgroup children.



## Medication Policy

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As per our Medication Policy, please advise a playleader before you leave your child at Swansacre for the first time if your child has any health issues which may require the playleader to administer medication either regularly or as a one off. The Playleader/Lead Practitioner will contact the SPPA Centre before agreeing to administer any medication apart from Calpol or antibiotics, whether this be routine or emergency. This procedure is for insurance purposes. The SPPA will advise of the outcome in writing. **A child may not be left without parent until this is agreed.** This will be the same should a child develop a condition after starting playgroup. Please ensure that the correct written information/forms have been submitted to playgroup prior to leaving your child when they need to be given medication by a playleader.

## Special Needs Statement

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Children with special needs will not be excluded from Swansacre Playgroup. Please contact staff if you require any further information regarding a child with special needs.

## Challenging Behaviour Policy

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Challenging behaviour is taken very seriously at Swansacre and every effort is made to work with parents in dealing with this. Our staff will inform you of any issues they feel need addressing and will work with you as detailed in our Behaviour Management Policy which is displayed on our policy noticeboard. Our staff will physically remove any child that is causing a danger to themselves or others.

## Child Protection

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Swansacre Playgroup is inspected by The Care Inspectorate who ensures that we operate in line with our Child Protection Policy. We also operate within the Perth and Kinross Child Protection guidelines. Our named child protection worker is our Lead Practitioner, who will be informed if there is a suspicion of child neglect, etc. The Lead Practitioner has the right to inform the area child protection team in any event concerning a child attending Swansacre Playgroup without consulting the parent/carer.

## Collection of Children

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Please inform staff when you drop your child off at playgroup if someone else is going to collect them. You will need to give details of the nominated person and sign our Alternative Collection book, as will the nominated person on their arrival. If you do not inform staff your child may not be released to the nominated person.

## Fire

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In the event of a fire at Swansacre all children will be taken to Kinross Day Care Centre, High Street Kinross and all parents/carers will be contacted and asked to collect their child from this location as soon as possible. Please review our Emergency Evacuation Policy and Procedure.



## **Working in Partnership with Parents**

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Swansacre Playgroup is run by a committee of parents and carers who are responsible for the success of the group. Please speak to a member of staff if you feel you would be able to help the committee in any way or if you would like to take on a specific role within the committee. We are always looking for our parents to help with day to day running of the group and with fundraising events. Please remember, Swansacre Playgroup is your playgroup.

## **Photographs and the Internet**

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Parents are asked to give permission for photographs to be taken of their child and also for these to be displayed in Swansacre and on our website. Permission is also required for the use and distribution (to other parents) of photographs where your child is in the background. This information should be given at first registration and at the beginning of each school year thereafter.

## **Neighbours**

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Swansacre shares an access point with neighbours and rely on our members being considerate when dropping off and collecting children. Please respect our neighbours – please do not park across their garage; please leave buggies and bikes against the wall of Swansacre, not our neighbours' wall; please do not smoke or drop cigarette ends or litter in the vicinity of Swansacre. Please do not leave bikes and buggies outside when on duty. Bring buggies inside and speak to a playleader about bikes. Thank you.

## **Complaints Policy**

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Complaints can be made to a member of staff, committee, or our Lead Practitioner in the first instance. Every complaint will be taken seriously and dealt with in the strictest of confidence. However, as detailed in our Complaints Policy displayed on our Policy Noticeboard, parents and carers can contact The Care Inspectorate directly at the following address to report any complaints without first informing Swansacre Playgroup:

Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY

01382 207100  
Complaints 0845 6030890

Please read the Complaints Procedure displayed on our noticeboard for further information.