

Dreghorn



Preschool



Parent Handbook 2020

"Shaping your child's future through high quality childcare and
Early Years Education"

An Introduction

Established for almost 35 years, Dreghorn Pre-School Group is located on the Dreghorn Estate, just off Redford Road. We are housed in two inter-linked and modified service accommodation houses and offer a small and friendly Early Learning and Childcare service to all children in both the military and wider communities.

We are a small, not for profit registered charity that is managed by a team of volunteers who make up a Management Committee and we welcome all parents on board.

We are registered with The Care Inspectorate, and have consistently been awarded "Excellent" and "Very Good". You can access our latest inspection report on line by visiting The Care Inspectorate website and following the link to "Find a care service". Our Registration Number is CS2003011919. Alternatively, we can provide you with a copy.

We welcome all children from the age of two and offer an environment which is bright, spacious and carefully tailored to promote wellbeing, communication and curiosity to our youngest children. Our staff are knowledgeable, trained and registered with The Scottish Social Services Council.

In addition to this, we work in partnership with The City of Edinburgh Council to deliver Curriculum for Excellence at the Early Level for children who are three years old and above. For more information on learning at the Early Level, you can visit Education Scotland's Website, and follow the link to Early Years. For a copy of our latest Education Report, please ask.

We are committed to Scotland's vision of Getting it Right for Every Child, a national programme to improve outcomes for all children, and strive to ensure every child who has access to our setting has the best possible start. Information on this is available from the above links, and we will be happy to provide you with additional information.

In August 2016 we implemented a new Nation Practice Model: Building the Ambition across the whole setting, and are working with The City of Edinburgh Council to ensure the best possible outcomes for all children.

Here are some comments received from the regulators of care following the last inspection.

"Dreghorn provides a fantastic service, very professional and supportive of our family circumstances. Staff are brilliant"

"All staff are very welcoming and make my child at ease every time we enter the setting. Overall I am extremely happy with the care that is provided at Dreghorn Pre-School and Creche."

"Dreghorn Nursery is a friendly, warm and welcoming place, my son loves it".

Working together

It is our aim to work in partnership with parents every step of the way, and welcome your ideas, suggestions and involvement.

We strive to offer an open and welcoming environment where we can keep the children at the centre of all we do. Our notice boards keep you up to date, and offer lots of information on how you can get involved

in your child's learning and development. We will always let you know what we are planning so that you can become involved.

We have a closed Facebook Group, and encourage you to join. We share ideas, information and post regular updates on our activities in this way. In addition to this, all children will be provided with an on-line learning journal which we share with you. We respectfully ask that you consider privacy and do not share any photographs.

We started an initiative in early 2016 to promote more positive male role models into childcare, and work closely with PC Vinnie Blaire and the team of Welfare workers from 3 Rifles who come to read stories, have cups of tea and get involved with activities.

You are welcome at any time to discuss progress or areas for support, and as a parent, we value your support and participation in the life of our setting.

What is Early Learning and Childcare?

The Scottish Government have a very clear vision which is to "*Make Scotland the best place to grow up, and to provide all children with the best start in life through experiences and interactions that are necessary as they start their learning journey at the most important developmental stage*". This includes babies, toddlers and young children.

Our opening hours and charges

We are open Monday-Friday term time. Our opening times are:

Age 3+

Monday 08.50-3.30 (Lunch Included)
Tuesday: 08.50-3.30 (Lunch Included)
Wednesday: 08.50-3.30 (Lunch Included)
Thursday 08.50-3.30 (Lunch Included)
Friday: 08.50-12.10

Age 2

Monday 09.00-12.10 (Option for lunch to 1pm)
Tuesday 09.00-12.10 (Option for lunch to 1pm)
Wednesday 09.00-12.10 (Option for Lunch to 1pm)
Thursday 09.00-12.10 (Option for lunch to 1pm)
Friday 09.00-12.10

The cost per session is £15.00 and lunch club is £3.00

Fees are calculated at the beginning of each month and an invoice issued. If you are receiving tax credits, our Reference Number is **CS2003011919**

Children receiving their education with us (funded) do not pay fees, just a charge of 50p per day for snack. We provide the children with a mid-morning snack and ask that you let us know of any allergies or

food intolerances to enable us to accommodate all dietary requirements. Our snacks are well-balanced and nutritious. Free milk is available to all children.

Active Learning and outdoor play

Our approach to learning and development is through play. Following the completion of the outdoor play space, which we use every day, all year round. We believe that all children thrive through physical outdoor activities that mirror those of the indoors. We have a vegetable garden, a mud kitchen, a music wall, outdoor story corner, and construction site plus sand and water trays. During the colder months, we provide each child with a wind and waterproof puddle suit to protect them and ask that you provide hats and gloves.

Our Commitment to minimising the spread of infection, reporting illness and Health Care Plans

Please note that we follow national guidance to protect the health of all children in our care.

- If your child attends another setting, please tell us
- If your child is ill, they must not attend any childcare
- If your child becomes unwell whilst in our care we will need to phone you and agree a time to collect them
- Please tell us if your child has been ill while they have been away from childcare
- If your child has had symptoms of vomiting or diarrhoea (or both) it is essential that they do not attend any day care until symptoms have stopped
- If you are not sure ring us on 0131 441 5974.

Immunisation

Your child will be mixing with other children and you should be aware that being up to date with the UK immunisation schedule will protect your child from a range of illnesses. For advice about immunisation, you can speak to your Health Visitor or GP

Addition Support Needs

Additional support needs come from anything that is a barrier to learning or developing. Please let us know of any Additional Support Needs and other Professionals involved to enable us to work in partnership and ensure the right systems and support in place.

Child Protection and Getting it Right for Every Child

The welfare of all children is our primary concern, and all staff within the setting have a duty of care towards children by helping to protect them from all forms of abuse and to promote their health, development and welfare.

The designated member of staff for all Child Protection concerns is: Emma Campbell. In her absence, then all concerns will be carried out by Jacki Duddy.

In any incident where staff within this setting have any concern that a child may be at risk of significant harm, we will follow the Edinburgh and Lothians Inter-Agency Child Protection Procedures, and make contact with:

Children and Families Social Care Direct
Chesser House
Gorgie Road
Edinbutgh
Tel: 0131 200 2327

If neither Emma or Jacki is available, then in line with Appendix D of the Inter-Agency Procedures, we will contact one of the following key Agencies.

Police
Public Protection Unit
Amethyst Team
Tel:- 0131 316 6600

Making a complaint

Our intention is to work in partnership with parents and within the community in general in an open, fair and respectful manner at all times. If you are unhappy with any aspect of our service, you may wish to discuss this with the Manager at any time. Our complaints policy is available and all complaints or concerns will be dealt with promptly and in confidence.

You are also entitled to make your concerns known directly to our governing body:

The Care Inspectorate
South East Region
Stuart House
Musselburgh
EH21 7BP
0131 653 4100
Our Care Service Number: CS2003011919