



WELCOME TO PLAYGROUP!

Hi there,

The routines and disciplines learned by attending a playgroup helps greatly to prepare your child for moving on into Nursery school education. We do our best to ensure that your child learns and develops through playing and having lots of fun in a safe friendly place with caring, experienced and qualified staff.

In order that the group can provide a safe environment in which to operate, there are also responsibilities which each and every parent and carer assume when a child is registered in the group. A Handbook is provided when the child joins, more fully detailing the service provided, what the parents and carers must contribute, and giving an outline of the policies and regulations the group has to comply with. Please make sure you understand all the requirements fully. Do not hesitate to approach the Manager or staff for more clarification of any point. Feel free, too, to contact the email address and the administrator will respond to queries, concerns or comments as soon as possible.

We hope your child, you and all the family get involved with the Group and enjoy the time you spend with us.

Regards,

Executive Board

It is very important that every user is aware of how the group operates on a daily basis, and what you will be expected to do within your role as a parent/carer member of the group. The information provided here gives you an outline of how the group operates. The Handbook supplied with your enrolment forms expands on the points. Should you have any questions, please do not hesitate to contact one of the staff or email the administrator.

VOLUNTEERING

When any person chooses to enrol their child in a playgroup run as a charitable organisation they automatically become a volunteer and must participate in the activities of the Group. We in Community Playgroups believe firmly that parents are the primary carers of their own children and that they are the best people to be involved in the children's development, especially at the very young age of 2 or 3. Our Constitution states that each playgroup we operate will have a strong parental involvement and to this end, we introduce all new parents to the parent get-together sessions held regularly during play sessions. Please do go along to meet other parents with similar cares and concerns, initiate fund raising ideas and generally chat over a coffee. Speakers and expert childcare workers can be contacted to pop in to discuss issues or give advice. The administrator and/or staff can help parents achieve a really good network within the playgroup.

There is a '*VOLUNTEER BOARD*' displayed at the playroom with requests made by staff or other parents for names to help out with small tasks such as 'wash tea towels' or 'cut out templates' etc - please volunteer and get involved by writing your name / phone number against any of these. Couldn't be easier, but helps so much in the day to day running of the Group.

All new ideas and suggestions are welcome. You may have a skill which you could use in a session with the children or you may be an IT wizard - don't be shy! All fundraising is welcome and new ideas are great too. Fundraising money raised is split and part of it always kept for treats and equipment for the children. Coming along to the get-togethers means you can help decide how the funds are used.

ROTA DUTY

The National Care Standards is the guidelines which the Scottish Executive issue which all childcare establishments must follow and are designed to improve the standards of care throughout the country. In the guidelines, a ratio of 1 adult to every 4 children is required in any play session. The staff members present ensure a safe secure environment for your child and are there to plan and execute the activities to meet the children's needs and help them develop into small confident people. However, the Charity would struggle to provide enough paid staff to meet the ratio in financial terms. Our charitable registration also demands that we involve parents in the children's activities. Therefore, rota duty is vital. Each parent will be scheduled into some of the sessions which their own children attend through the month. Most parents are likely to be scheduled 2 or 3 times each month and it remains each person's responsibility to swap rota duties or engage a suitably responsible adult to carry out the duty for you. Keep the Manager / play leaders informed of changes please. The adult helper has to turn up about 20 minutes before the start of the session to help set up etc. If the duty person fails to show up or provide an alternative, the play sessions may be closed with all the other children sent home. Fees will still be charged for the session, as the playgroup is not responsible for the closure. We hope to make the rota duty a good experience for adult volunteers and we have guidelines which you will be handed to help you fully appreciate the activities being carried out in the room and how these fit with the development for the children.

The staff will be delighted to answer any questions you have during the session and help you enjoy the time within the room. We in Community Playgroups would encourage you to engage as much as possible with the activities and help reinforce the language and behaviours in the children encouraged by the staff by using the same techniques at home.

IMPORTANT PLAYGROUP RULES

- Children are not allowed in the playroom prior to start time without an adult. This is an Insurance condition.
- Children must wear soft soled shoes or slippers in the playroom, for health and safety reasons and their comfort. If you forget to pack a pair, don't run home - there are normally spare pairs kept in our cupboards.
- Children should always be dressed to correspond with the weather conditions as they may be taken outside to walk or play. Community Playgroup staff are keen to be outside as often as is possible and in most weather conditions. Please ensure your child has sun barrier cream/lotion applied before attending during fair weather as staff are not permitted to apply any creams or lotions in the playgroup - even should the child have some in their bag. Always pack a sun hat in their bag. And please, PLEASE, remember to label every item packed (and the bag) with the child's name. Place scarves, gloves and hats inside a sleeve of the jacket or coat when changing the child before start of session.....it saves our staff going into therapy too often!
- All children must be signed in and out of their play sessions - there is a form outside the door which you must complete every session. This is matched up with our headcount once the session is underway and is a vital security measure. Ensure you and your child meet a play leader at the door and that staff know that the child is present in the room before leaving. This enforces the child's sense of security. Similarly, when picking up your child, please ensure you are on time as the children fret if everyone else leaves with their adults and they are 'left behind' - Ensure you follow the instructions:

SIGNING IN AND OUT PROCEDURES

In the interests of CHILD SAFETY, is it VITAL that all parents/carers follow these guidelines on EVERY occasion.

- Please complete the sign in sheet at the entrance to the playgroup room. Include time, Childs name, and name of person bringing child. Also complete the name of person collecting child. If this changes during the session, please call Play leaders to inform them of new name.
- Report to the playleader who is meeting and greeting children at door of playroom. Please be patient, as the leaders need to speak to each parent/carer to take charge of children. Your child will be marked off in the register.
- When collecting the child, please ensure you wait until the child comes forward with one of the playleaders or the adult helper, to ensure the child leaves only with the nominated person.

UNDER NO CIRCUMSTANCES SHOULD A CHILD BE REMOVED FROM THE PLAYGROUP WITHOUT A MEMBER OF STAFF BEING AWARE OF IT, OR WITHOUT BEING SIGNED OUT. THE PROCEDURES WHICH WOULD COME INTO PLAY AS A RESULT HAVE SERIOUS CONSEQUENCES, SUCH AS SOCIAL WORK AND POLICE BEING ALERTED AND URGENT HOME VISITS TAKING PLACE.

- NO-ONE IS ALLOWED TO LEAVE THE ROOM WITHOUT ADVISING PLAYLEADERS FIRST. THIS IS ALSO AN IMPORTANT SECURITY MEASURE.
- YOUR CHILD CANNOT BE ABSENT WITHOUT NOTIFICATION. THE GROUP ADHERES STRICTLY TO THE POLICY PROCEDURES IN THE READING PACK YOU WILL BE GIVEN AT THE INDUCTION MEETING. WE TAKE THIS POLICY VERY SERIOUSLY AND WILL TAKE ALL THE STEPS NECESSARY, AS DETAILED IN OUR POLICY, TO ENSURE THE CHILDREN'S SAFETY AND WELLBEING.

FINANCE - FEES and CHARGES

Community Playgroups is a registered charity in Scotland. The fees and charges you pay for the service are the only regular income the group has, and have to be sufficient to enable the group to employ suitably highly qualified staff members.

As a Charity. we receive no guaranteed payments from Local Councils or National Government. Money is also required to pay items such as Insurances, subscriptions etc. . Some grant amounts have been received from West Lothian Council in past years, but are not guaranteed, and will be in grave doubt given the present economic situation and with regard to the reduced budgets. In order to help the Group function as well as it has for the last 44 years, we need help from the people who choose to place their children with us. In addition to asking you to help with raising funds at events, we would ask you for the following.

We ask that you provide us with some tissues, kitchen rolls and wet-wipes each term.

We ask that the fee invoices, which are issued about one week before the due date each month, are paid in full by **due date**. This allows the wages to be paid on time. We operate a Fee Policy, a copy of which you will be given to read on induction. In order that everyone is clear about what to pay and when to pay it, you will be asked to sign two copies of a contract, one of which you will retain.

We charge a one-off retention fee included with the first invoice issued. This fee is returned when your child leaves the playgroup as long as all fees are paid up to the end of registration and a notice of leaving is received at least 30 days in advance. As is our practice, the terms of your contract regarding fee payments can be waived or varied with all individual situations being reviewed on their merit. The Board decision is final. All matters relating to payments and/or refunds are confidential. Staff are not privy to financial matters and payment of fees remain a transaction between users and the treasurer and/or the administrator. It is preferable that payments are made via phone or online banking transfer. If banking payments are not allowed with your particular type of account, special arrangements can be made - contact administrator to discuss. All cash / cheques must always be handed over in sealed envelopes. Our staff are not authorised to count any money or to issue receipts. Your last payment will be noted on each invoice and you will be notified of any arrears by the administrator.

Any queries must be directed to the administrator via email:

admin@communityplaygroups.co.uk

Community Playgroups (SCIO) Scottish Charity SC012049 SPPA Reg 749

Reg address Bathgate Partnership Centre, Lindsay House, Soth Bridge Street, Bathgate EH48 1TS

The sort code, account number and reference needed for the direct banking transfers will be detailed on your invoice each month. When setting up your payments, you will require the following information: These payments have to be **BILL PAYMENTS**, not Standing orders or Direct Debits.

Clydesdale Bank PLC, George Place, Bathgate.

A/C Comm. Plgrps

Sort code: 82 68 30

Account: 40466066

Ref: Your unique reference for the payments consists of the first 3 letters of your child's first name+ surname, with no spaces. Please do always quote this exactly, as there are occasions where payments received have not been applied and caused errors in charging late fees etc.

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BATHGATE – open during school term times:

MON	TUES	WED	THURS	FRI
9.30 --11.45	9.30 --11.45	9.30 --11.30	9.30 --11.45	9.30 --11.30
12.30 – 2.30	—	12.30 – 2.30	—	—

STAFF MANAGER: PAMELA CARLYLE
PRACTITIONERS: JACQUI FINLAY, PIA COMINS, KATRINA JACKSON, KIRSTY SHARP
CONTACT: DURING TERM TIME ONLY: text 07778415120
AT ANY TIME: admin@communityplaygroups.co.uk
ADDRESS: Bathgate Partnership Centre, Lindsay House, South Bridge Street, Bathgate EH48 1TS

ARMADALE – open during school term times:

TUES	WED	THURS	FRI
9.30 --11.45	9.15 --11.15	9.30 --11.45	9.30 --11.45

STAFF MANAGER: PAMELA CARLYLE TRAINEE MANAGER: LORRAINE LEES
PRACTITIONERS: TAYLORANNE KELLY, KATRINA JACKSON,
CONTACT: DURING TERM TIME ONLY: text 07856704394
AT ANY TIME: admin@communityplaygroups.co.uk
ADDRESS: Armadale Community Centre, North Street, Armadale, West Lothian, EH48 3QB

WEST CALDER – open during school term times:

MON	TUES	WED	THURS
9.30 --11.15	9.30 --11.15	9.30 --11.15	9.30 --11.15

**TEMPORARY SESSION
TIMES ONLY**

STAFF TRAINEE MANAGER: DANIELLE GRANT
PRACTITIONERS: CLAIRE ANDERSON, NICOLA McFARLANE
CONTACT: DURING TERM TIME ONLY: text 07581751863
AT ANY TIME: admin@communityplaygroups.co.uk
ADDRESS: West Calder Community Centre, Dickson Street, West Calder, West Lothian, EH55 8DZ

LIVINGSTON VILLAGE – open during school term times:

MON	TUES	WED	THURS
9.15 --11.45	9.15 --11.45	9.15 --11.45	9.15 --11.45

STAFF MANAGER: KAREN WILKINSON
PRACTITIONER: HOLLI WILSON
CONTACT: DURING TERM TIME ONLY: text 07708609154
AT ANY TIME: admin@communityplaygroups.co.uk
ADDRESS: Livingston Village Primary School, 65 Main Street, Livingston Village, Livingston, West Lothian, EH54 7EQ
