

## Safety

We operate a safe as necessary policy and aim to protect children from injury however we also appreciate the benefits of exposing children to acceptable risk. We hold an accident book and parents/carers will be informed of any injury.

## Staff

Our staff are qualified and are registered with the Scottish Social Services Council (SSSC). Both trained in First Aid and are members of the Protection of Vulnerable Groups (PVG) scheme.

## Child Protection

We have a duty to report any concerns regarding Child Protection.

## Notices and News

Our group information and policy documentation is available on our website [www.kippenplaygroup.com](http://www.kippenplaygroup.com). Parents are required to be familiar with our policies and procedures. We make use of social media (facebook and twitter) and email to communicate with our members. Please inform a member of staff or committee member if this method of communication is not appropriate for you.

## Toddlers

If your child(ren) is/are not old enough for Playgroup why not come to our Toddlers sessions on Thursday mornings. Contact us at [Kippen.Playgroup.Toddlers@gmail.com](mailto:Kippen.Playgroup.Toddlers@gmail.com) for more information.



## Our Aims are to:

- Provide a friendly and secure learning environment for the children.
- Work closely with children, parents and carers and respond to the needs of individual children and their families.
- Provide a varied, interesting curriculum following the curriculum for excellence and other relevant documents.
- Provide a breadth of experience, and build knowledge of the local community and our environment.
- Provide continuity for children and parents where needed to access local partnerships and agencies.
- Build partnerships and relationships with other members of the local community.
- Welcome all people and give equal opportunity to all children free from prejudice and discrimination.

## Contact Us:

Chairpersons : Lorraine Stewart & Suzanne Currie

Secretary : Nic Bissett

Treasurer : Clare Rolley

Email : [Kippen.Playgroup.Toddlers@gmail.com](mailto:Kippen.Playgroup.Toddlers@gmail.com)

Play leader : Jane Bain

Email : [kippenplaygroup@gmail.com](mailto:kippenplaygroup@gmail.com)

Playgroup Phone : 07922 093595 (only available during playgroup sessions)

Website : [www.kippenplaygroup.com](http://www.kippenplaygroup.com)

Find us on Facebook



## Welcome

Kippen Playgroup (part of Kippen Playgroup & Toddlers) is a village organisation dedicated to the care and development of children from the age of two until they start primary school. Sessions take place on Tuesdays and Fridays during school term time in The Village Hall, Fore Road between 9:30am and 12noon.

We aim to provide children with activities which are enjoyable while also allowing to develop vital skills and which promote learning.

Our playgroup is owned and run by the parents of the children attending, otherwise known as "members". Every year we elect a committee who manage the group on behalf of all the parents. Parents and other carers help regularly in the playgroup and many value this opportunity to share playgroup with their child. We hope that you too will enjoy being part of our playgroup.

## Sessions and Activities

Our sessions roughly follow a routine of welcome time, activity or free play, snack, activity or free play. Our sessions combine indoor and outdoor play. Activities vary according to the children's needs and interests and will include story time, music, creative play, dressing up and games. Please ensure that your child has appropriate clothing for our Scottish climate, a change of clothes can be useful. In wet weather it may be appropriate to bring a change of shoes, preferably not slippers as these are not safe for some large play equipment. Photographs of the children's activities may be taken and used to publicise our activities – if you have any objections to this, please speak to a Playleader or Committee Member.

## Rotas

A parental duty rota operates for parents/carers to provide the snack for the children. Rota parents/carers may also be required to stay and help during the session. Please check the website for suggestions of the types of food and drinks you should provide for snack and for information on kitchen rules. The rota will be provided by the Playleader, usually on a termly basis. Staff are always happy to advise if you are unsure of anything.

If, for any reason, you are unable to do your rota duty please arrange to swap with another parent/carer as we may not be able to operate without sufficient adult presence.

## Monitoring

Children's progress will be monitored over the year and information about progress provided at the end of a session via our diary system. Such information is strictly confidential. Any questions can be discussed with the Playleader at the end of any session.

## Settling In

All children are different and some take longer than others to settle. We encourage you to stay for as many sessions as it takes for your child to settle in. When it is time to leave your child, please make sure that you always say 'good-bye' and that you return on time. If you have any doubts about when your child is ready to be left at playgroup, please discuss them with our Playleader. Please do not hesitate to discuss any worries or problems with the playleader or a committee member. Any information you give us is treated in the strictest confidence.

## Fees

Fees are £7.00 per session paid termly. Fees are payable for sessions missed due to holidays, sickness etc. Cheques are payable to "Kippen Playgroup". Fees should be handed to the Treasurer or other committee member, or paid directly into our bank account. We accept Childcare Vouchers. Please see invoice for details of payment options. If you encounter any problems with fees, including making payments, please contact the Treasurer.

## Illness

Please do not bring an unwell child to playgroup. Please refer to our Infection Control Policy for details of exclusion periods. Please inform staff if your child is absent for any reason (preferably text or call our mobile phone 07922 093595, we do not have internet access at the hall so do not receive emails there)

## Outings

Children benefit from seeing the wider world. Our Outings Policy requires us to have 1 adult for every 2 children and parents may be asked to join us. Advance notice and permission will always be obtained.

## Fundraising

There are a number of costs associated with the running of the playgroup, such as hall fees, salaries, registration fees, training and materials. Some of these costs are covered by session fees, however the majority of the running costs are met through fundraising by our members. Each year, the Committee organise a number of fundraising events. Your support in helping with or attendance at these events would be appreciated.

If you have any fundraising ideas, please speak to either the Playleader or one of the Committee Members.

## Data Protection

Our Confidentiality Policy reflects our adherence to Data Protection procedures. Parents should be aware that certain circumstances such as investigation of a crime may require us to disclose personal information. We will use the information we hold about you or your child for purposes connected to your child's attendance at playgroup only. We will not pass the personal information we hold about you to third parties without your consent except in the limited circumstances referred to in the Statement at the beginning of this section.

## Regulations

Kippen Playgroup is regulated by The Care Inspectorate and adheres to the National Care Standards Early Education and Childcare up to the Age of 16. We are inspected regularly by The Care Inspectorate and inspection reports are available to view on our notice board and on our website.

We are members of Early Years Scotland and follow their guidelines.

