



Charity No SCO21068
28 Beach Lane, Portobello
0131 669 6849
0759 720 7559
toddlerhut@ymail.com

Information for Parents

About Us

Portobello Toddlers Hut playgroup provides a welcoming and nurturing environment for children to socialise and play. Established in 1929, it is the oldest community run, self-funded childcare facility in the UK. The children are recognised as individuals as well as part of the group and are given the opportunity to learn and develop at their own rate in an environment that is free from prejudice and discrimination. Their development and independence are encouraged through free play indoors and outdoors throughout the sessions, experienced staff and stimulating experiences.

Communication with Parents

Information for parents and carers can be found on the Notice Boards in the Toddler Hut entrance. Each child also has a pigeonhole just inside the kitchen where nappies or spare clothes can be kept. The main methods of communication from the staff at Toddlers Hut will be via **text** and **email**. Therefore, please ensure you save their contact details (as above) to ensure you receive important information throughout the term. A daily email will be sent with a summary of the day's activities.

Sessions and Fees

AM session: 8.30-11.30am (£18.75) PM session: 12-3pm (£18.75) Full day: 8.30-3pm (£40.50)

The session will offer free indoor and outdoor play. Children are free to choose how they spend their session and what experiences they would

like to explore. Children will be encouraged to have a snack and a drink during the session. We do have a staff led group time for the last 15 minutes of the session which includes storytelling, songs, discussion and music and movement.

For safety reasons and to maximise the play session for the children, the gate will be locked until 11:20am for morning sessions and until 2.50pm for afternoon sessions. Please be aware of all children's safety when collecting your child.

Staff must be informed in writing if another person (unless they are named on their forms) will be collecting your child. Please use the **collection information book** at the desk.

Staff must also be informed if your child will **not** be attending playgroup. Please let staff know via text message on 0759 720 7559. Children should not return to playgroup until they are well enough to participate in both indoor and outdoor play.

Current fees are £6.25 per hour with a £3 charge for lunch time.

There is a minimum requirement of 3 part day sessions/1.5 days per week.

The full weekly amount of fees is still due if the child is off for any reason (e.g. sickness, holidays, etc.). However, fees are not due if Toddlers Hut is closed for holidays or in-service days.

Please see the financial policy (p.7) for payment information.

A notice period of at least 2 weeks is required if a child is leaving, or if you wish to change days.

Packed Lunches and snack

All children attending for full day sessions should bring a packed lunch with them (see p.8 for more lunch info). Packed lunches should be healthy with food that does not require refrigeration or heating up. Also, they should not contain nuts. Water will be provided by staff at lunch time so please do not send drinks or juice.

Please make sure it is clearly labelled with your child's name.

Children will also receive a healthy snack (in line with current guidance Setting the Table) during AM and PM sessions where water and milk will be provided.

Water is available throughout the session.

Settling In

All children will visit for a half hour with one parent/carer in the playground (as arranged with staff- this visit will not be charged for). The following session will usually be for an hour (£5 charge) without the parent/carer for all/part of that time. Hopefully children will then attend their full sessions. However, some further settling in sessions can often be required, and will be guided by the needs of the child. Staff and parents will make such a plan on an individual basis.

All About Me Books

Each child will have an All About Me book which staff will use as a means of monitoring your child's progress and development through their time at playgroup- using Realising the Ambition guidance (Education Scotland 2020), EC early years milestones and the Health and Wellbeing Indicators (Scottish Government)

The All About Me books are accessible to parents throughout the year (on request) and will be shared at the end of terms. They will be given to you and your child when the time comes to move on.

Stay and Play sessions

Parents and carers can volunteer to come in for an hour stay and play once per term. A rota will be available each term to choose a slot, excepting the first term (August- October) which will be used for settling in new children.

Parental Involvement

If adults have a special talent, they feel the children would benefit from (eg. Play an instrument, yoga, art etc) please chat to staff to organise a time to share it with the children

Toileting Requirements

Children do not need to be toilet trained to attend the playgroup. If they are not, please do provide staff with appropriate supplies, including nappies, wipes, and a change of clothes, which can be left in your child's pigeonhole. Staff will support your child in all their toileting requirements, aiming to maintain consistency with any routine or training taking place at home.

Covid 19 Guidance

The setting is back to having no specific requirements for parents/carers and children. There will still be increased handwashing and cough hygiene practises in place for staff and children. There also remains increased cleaning procedures and ventilation in place. If your child is unwell with a high temperature they should stay home until they feel well enough to attend. If they have mild symptoms (runny nose, sore throat, slight cough) they can attend the setting.

School Streets

Please be aware that the roads around Towerbank are part of the safer school streets scheme and you are not able to drive here between 8.20-9.10 (Mon-Fri), 14.50-15.30 (Mon-Thurs) and 12.10-12.35 (Friday). There can be an immediate fine so please follow these times. We would always suggest if you are driving to playgroup to park at Tumbles or Bridge Street car park and walk through from there as parking can be very tricky!

Appropriate Clothing

Please ensure your child comes to playgroup in clothing which allows them to play freely and safely and be prepared for the clothing to sometimes get dirty and painty.

Every session will involve some active and physical play so please ensure footwear is appropriate for this.

If the weather is cold please make sure your child has enough warm layers for outside play.

If the weather is hot please make sure your child has a sun hat or loose layers to protect them from the sun.

Sunscreen

Please apply sunscreen to your child **before** they come to playgroup. For children attending for full day we will have sunscreen available which will be topped up after lunch. Please let staff know of any allergies and provide an alternative sunscreen if required.

Fundraising

Portobello Toddlers Hut is a self-funding playgroup and a registered charity. Along with the advantage of our own premises, we have the responsibilities of the upkeep and maintenance of the building and equipment. Consequently, we need support in our various fundraising activities throughout the year. Parents and carers will be asked to support Toddlers Hut in various ways throughout the year, such as contributing raffle prizes.

Parents/Carers Committee

A Committee works in conjunction with the qualified staff to manage all aspects of the playgroup. The Committee is made up of the parents/carers of the children attending the playgroup, staff (who hold non-voting status) and occasionally co-opted members. Parents are encouraged to attend meetings, as Toddlers Hut must have a Committee to operate legitimately.

If you would like to communicate with any of the staff or Committee members at any time, their photos and contact details are displayed on the Notice Board.

Child Protection Policy

The playgroup holds an up to date Child Protection Policy. Any concerns will be dealt with following the appropriate procedures and shared with the relevant persons following GIRFEC and child protection guidelines. If parents/carers have any concerns or issues, please see the contact details below.

Please note Social Care Direct can be contacted at any time in relation to concerns staff may have about a service user.

GDPR

We have an up to date GDPR Policy in place and a Privacy Notice. You can view this on our parents notice board or on our website.

Complaints Procedure

Speak to the staff, if appropriate. Alternatively speak to a Committee member (details on Notice Board).

If the complaint cannot be readily resolved, parents/carers can put their complaint in writing to the Committee. The Committee will convene to discuss the matter and will give a written response within 10 days. If the issue raised cannot be solved within this timescale the parent/carer will be informed of the Committee's ongoing actions to solve the problem and kept fully aware of the progress being made.

If the Committee cannot solve the problem to the parent/carer's satisfaction they will contact Early Years Scotland or the Care Inspectorate for the assistance.

Contacts:

Early Years Scotland

14 Elliot Place
Glasgow G3 8EP
Telephone: 0141 221 4148

The Care Inspectorate Regional Office

Stuart House
Eskmill, Musselburgh
Telephone: 0131 653 4100

Social Care Direct

Chesser House
500 Gorgie Road
Edinburgh EH11 3YJ
Telephone: 0131 200 2324
E-mail: socialcaredirect@edinburgh.gov.uk

Portobello Toddlers Hut Playgroup

Financial Policy

Portobello Toddlers Hut Playgroup is a non-profit charitable organisation, charity number: SCO 21068. It is a childcare facility held at 28 Beach Lane, Portobello. Portobello Toddlers Hut runs Monday to Thursday with sessions from 8.30-3pm, excluding school and public holidays. There are AM, PM and full day sessions available.

Sessions should be paid for **in advance**; weekly, monthly or per term. **BACS payments** are encouraged and should be made in advance rather than arrears (**SC 802260, AN 10094668** and ensure you use your child's names as the reference and Portobello Toddlers Hut Playgroup is the account name). If you need an Invoice/Receipt for payments, please let a member of staff know.

You can use tax-free childcare accounts to pay for fees so please check with staff to ensure we are registered with the appropriate provider. Our Ednered code is **P21298382**. Click link below to register with government scheme:

<http://www.gov.uk/tax-free-childcare>

Should you wish your child to leave Portobello Toddlers Hut Playgroup, a two-week notice period is required. Payment will be required even in the case that your child does not attend playgroup sessions during this time.

If Toddlers Hut is closed for holidays or In Service days (in line with Edinburgh Council schools) you will not be required to pay. However, fees are due if your child is absent through illness or holidays taken out with term times.

Should additional sessions be requested/arranged and used, an additional payment covering each session will be required as instructed.

Failure to pay for play sessions can have a detrimental effect on the ongoing quality of the services that are provided by this charity. You will receive a text reminder if your fees are in arrears of more than £100 and they should be brought up to date immediately. If this fails to happen and arrears increase to £200 it will be passed on to the Management Committee. Failure to pay for play sessions may result in your child's withdrawal from the register and legal proceedings being initiated to reclaim any debts incurred.

Packed Lunch Provision

Just a few reminders for packed lunches:

- No foods containing nuts for allergy reasons. Carrots and popcorn are also not advised
- Grapes, tomatoes, sausages etc must be cut lengthwise in quarters to avoid choking hazards
- Please make them as healthy as possible, without chocolate or sweet treats
- To contain items that do not require refrigeration or heating up
- To fit inside a packed lunch box/container that can be easily transported from nursery or home.
- Have your child's name clearly displayed on the lunch box
- To collect lunch boxes at the end of the session
- We will provide milk and water so to reduce waste individual drinks do not need to be provided
- AM and PM snacks will be provided so we will encourage children to eat most of their lunch but there will be other opportunities for them to have something to eat and drink

Happy lunches

Daily Timetable 2022-23

8.30am:	Open for drop offs - in playground by 1 parent/carer
9.45am:	Snack starts
11.10am:	Group time (mid-session cleaning by staff)
11.20-11.30:	AM collection
11.30-12:	Lunch for FD
12noon:	PM session drop off in playground
1.30pm:	Snack starts
2.40pm:	Group time
2.50-3pm:	Collection for all children from playground
3-3.30pm:	End of day cleaning for all areas

Portobello Toddlers Hut Playgroup

28 Beach Lane, EH15 1HU.

Dear Parent or Guardian

Thank you for choosing us to care for your child. When we welcome new families, we feel it is useful to provide, in writing, some of the information we discussed with you, as this will help limit the spread of infection. Please be assured that we follow national guidance to protect the health of all the children in our care. If your child attends any other day care settings, please tell us.

- If your child is ill, they must not attend childcare
- If your child becomes unwell whilst in our care, we will phone you to agree a time for you to collect them
- Please tell us if your child has been ill while they are away from day care
 - If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend day care until 48 hours after the symptoms have stopped
- If you're not sure, please phone us before you bring your child to day care.

Immunisation

As your child will now be mixing with other children, it is important that they are protected and up-to date with their immunisations. You can access further information about the immunisation schedule at

<http://www.immunisationscotland.org.uk>

If you think your child has missed any vaccinations, please contact your general practice to arrange an appointment. You can also ask your health visitor for advice.

Yours sincerely

Catherine Abbot.