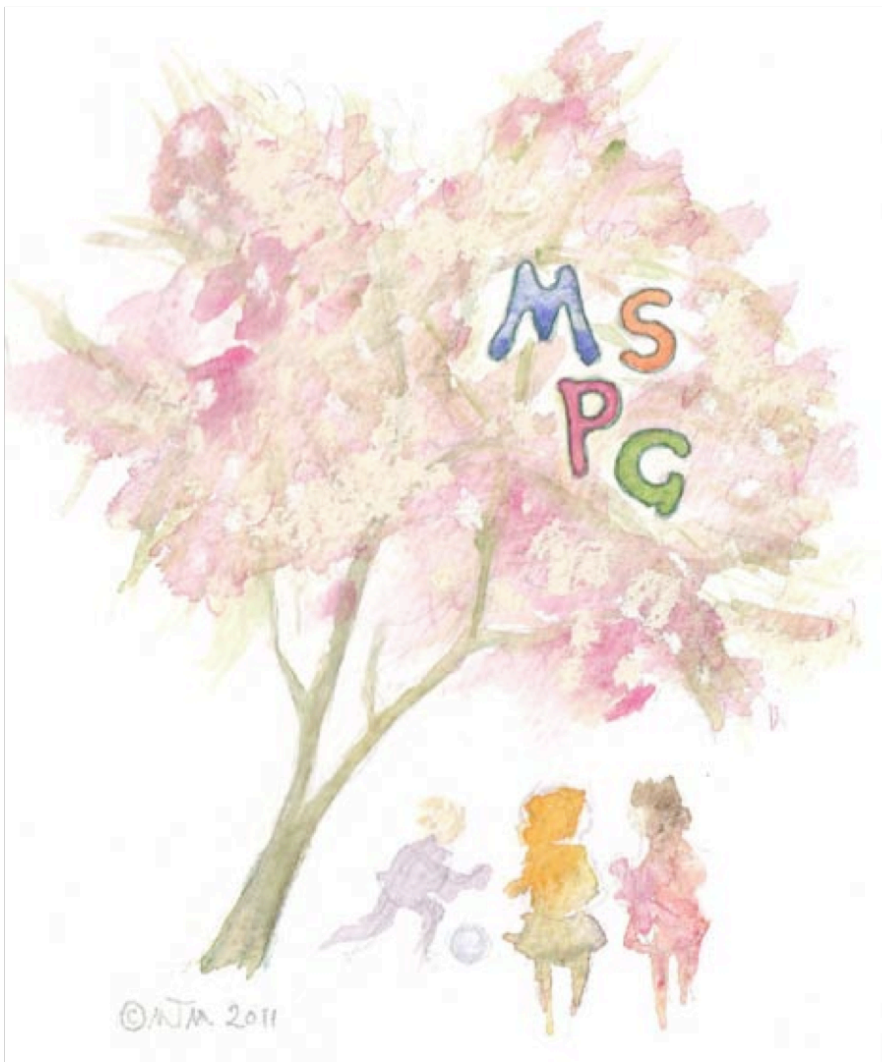


Mayfield Salisbury

Playgroup



Prospectus

Mayfield Salisbury Parish Church Hall, 18 West Mayfield, Edinburgh, EH9 1TQ
T: 07753 163 168 Registered Charity No. SC020165

Mayfield Salisbury Playgroup is a community playgroup located in Mayfield Salisbury Parish Church Hall. The playgroup is a registered charity, managed and run by the parents/carers of the children attending. Their active support coupled with the dedication of our experienced staff underpins the success of the service. The playgroup is registered with Social Care and Social Work Improvement Scotland (formerly the Care Commission) and is inspected regularly. It is also a member of the Scottish Pre-school Play Association.

We aim to create a safe and stimulating environment in which your child can grow and develop through play. The playgroup provides a wide range of activities and experiences in a bright and welcoming environment. Children are encouraged to play alongside and with each other, developing early social skills that are essential for later life. Our experienced and qualified staff are sensitive to the individual needs of children, using praise and encouragement to help each child develop self-esteem and gain confidence in their first independent steps from home.

SESSION TIMES, STAFF AND INTAKE

The playgroup is open Monday to Friday, 9.10am - 11.40am. Children can attend between 2 and 5 sessions a week. Term dates roughly follow school terms and are posted on the playgroup's noticeboard situated just outside the secure entrance to the playgroup hall.

The playgroup is open to children aged 2-5. It does not matter if your child is potty trained, although nappies must be provided if required.

The playgroup serves the local community although there is no formal catchment area. We welcome children from all religions and none and from all cultural and ethnic backgrounds. Our full admissions policy is available from the committee secretary and on the playgroup's noticeboard.

Three paid members of staff and one parent/carer are on duty every day to maintain the legally required adult to child ratio.

FEES

The current fees are £6 per session. Our aim is that with regular fundraising fees will be kept as low as possible. Fees are paid in advance every half term. Once you receive an invoice fees should be paid to the play leader, or online, during the 'pay week'. The dates of the pay weeks will be specified in your welcome pack. Late payment of fees may incur an administrative charge. Failure to pay fees could result in your child losing their place at playgroup. Our full fees policy is available on the playgroup noticeboard.

HOW WILL I BE INVOLVED AS A PARENT/CARER?

Duty helper

Each parent/carer carries out a number of duty days at the playgroup each term. A committee member compiles the duty rota and each parent/carer receives a copy. A second duty person is also rostered for every day in case the first duty person, or a staff member, is ill. The duty helper will prepare the snack and wash up afterwards, and help tidy away at the end of the morning. Full details of what being on duty involves is available at playgroup. If you are allocated a duty day that you cannot do, it is up to you to arrange a swap with another parent/carer and mark this on the master rota on the noticeboard. A list of contact numbers is available to help you arrange swaps. You are very welcome to bring along younger siblings on your duty day.

Management committee

As a registered playgroup we are run by a voluntary committee made up of parent/carers of children at the playgroup. The committee members organise the employment and management of staff, playgroup finances, fundraising, the duty rota, and other aspects of running the playgroup. Regular minuted meetings are held to ensure the smooth running of the playgroup. If there is no committee there is no playgroup! You will be asked

to return a questionnaire along with your enrolment form to let us know what contribution you would like to make. Your opinions and ideas count so please do get involved. It is also a great way to meet new people.

Fundraising

Fundraising is vital to the playgroup as we receive no regular funding other than children's fees. The fees generally cover the wages of our staff, and fundraising pays for everything else, including all the play equipment, hall rent, insurance, snack and staff training. Fundraising ideas are always welcome to help us ensure fees are as low as possible and a high standard of equipment is provided for our children.

SETTLING MY CHILD IN

For many children this will be their first experience of being left in a group without their parent/carer. All children are different and some will find it easier than others. You will be encouraged to stay until your child feels comfortable and confident in their new surroundings. If your child shows confidence, you might want to leave them for short periods of time gradually building towards a whole morning. Whatever the circumstances, please remember our staff are here to help.

WHAT WILL MY CHILD BE DOING?

The children have the opportunity to experience a variety of activities, including:

home corner	jigsaws	play dough	painting
book corner	puzzles	sand	dressing up
crafts	baking	music	seasonal themes
stories	dancing	singing	cultural themes

The playgroup benefits from a gorgeous, large sunny garden for plenty of outdoor play, weather permitting. A healthy snack is provided each day and specific dietary requirements can be accommodated.

MY CHILD'S SAFETY

The safety of your child is paramount. Security at the playgroup is excellent with secured doors to all exits and an enclosed garden. All children must be signed in and out by their parent/carer. If your child is being picked up by someone other than the person who drops them off, it is essential that staff are informed in advance.

Child protection policy

A copy of the SPPA Child Protection Policy and Procedures in Early Years Groups adopted by the playgroup is available from the committee secretary and on the playgroup's noticeboard.

Sickness and medical conditions

We ask that children do not attend playgroup when they are unwell. It is not necessary to inform the playgroup if your child is absent due to mild illness but any infectious illness, such as chicken pox, must be reported to the play leader as soon as it is diagnosed. Please provide details of any allergies or medical conditions on your child's enrolment form, and advise the play leader of any changes.

Care and control

We try to keep rules to a minimum, however there are obvious rules that we must have, e.g. no fighting, pushing, shouting, running inside. Our staff make a point of being fair and consistent in all situations, encouraging all children to share and to respect one another. Children who are misbehaving will be approached quietly and told that this is not allowed and why. If a child's behaviour continues to cause a problem the play leader will discuss the matter privately with the child's parent/carer to work out a way to help the child.

Emergency contact

We ask for two emergency contacts from parent/carers. The play leader must be able to contact parent/carers at all times so please keep mobile phones with you and switched on. Any change to the information we hold regarding your child must be given to us as soon as the change occurs.

Evacuation procedures

Fire drills are carried out regularly. You will receive a copy of the fire evacuation procedures in your welcome pack. In the event of an evacuation, children, staff and parent helpers will leave by the nearest fire exit and congregate on West Mayfield - accessed via the side gate if evacuating from the playgroup hall.

In the event of prolonged evacuation of the building, the children, teaching staff and helpers will go to either Earthy Foods' downstairs cafe area (33-41 Ratcliffe Terrace, 667 2967) or, if after 10 am, Newington Library (17-21 Fountainhall Road, 529 5536). The play leader will text all parents/carers specifying the location and asking that they collect their children as soon as possible. Staff and helpers will wait there until every child has been collected by their parent/carer.

Weather or closure of premises

In the event of extreme weather or other closure of the Church premises the play leader will text all parents/carers informing them that playgroup will not be going ahead and that children should not be brought to playgroup.

POLICIES AND REGULATION

The playgroup is a member of The Scottish Pre-school Play Association (SPPA) and adopts its policies, which are displayed on the noticeboard and available from our committee secretary. We are regulated and regularly inspected by Social Care and Social Work Improvement Scotland (formerly the Care Commission). The playgroup's reports are available at: www.scswis.com. Our insurance is organised through the SPPA. The playgroup will not be held responsible for any loss or damage to personal property on the premises.

Complaints

We will make every effort to ensure that any complaint is dealt with promptly and efficiently. The play leader will be happy to discuss any suggestions or comments you may have. You can also contact a member of the committee directly (contact details are on the noticeboard). Concerns can also be taken directly to: Social Care and Social Work Improvement Scotland, Ladywell House, Ladywell Road, Edinburgh, EH12 7TB. www.scswis.com, or 0131 244 4735.

MAKING AN APPLICATION

You are welcome to visit the playgroup with your child before making an application. Please contact the play leader to arrange a convenient time. Application forms should be submitted to the play leader who will then give you an indication of a likely start date. Our intake is capped to maintain the legally required adult:child ratio and a waiting list may be in operation. Names will be arranged in order of date of birth and date of application received. When you bring your child for their first session you will be asked to complete and sign a full enrolment form. A minimum of two weeks' notice is required when children are leaving the playgroup.

Finally, we look forward to meeting you and your child and hope you will be very happy with us.

CONTACT DETAILS

Freda Mitchell, play leader

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Salisbury Mayfield Playgroup, 18 West Mayfield, Edinburgh, EH9 1TQ

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