



Rhu Early Learning and Childcare Centre

1. Alexander Place
Smugglers way
RHU

G84 8JF

Tel; 01436 821554

Mb: 07900 185868

kangarhu.co.uk

KangaRhu ELCC

KangaRhu ELCC is a private organisation in partnership with the local authority, and run by a Manager with the assistance of a team of qualified staff. As a member of Early Years Scotland, our aim is to support children between the ages of three and five to develop holistically, using the Curriculum for Excellence and Developmental Milestone Toolkit. The group is registered with The Care Inspectorate and we operate under their regulatory framework. We also follow the National Care Standards for children 0-16. The Manager and staff follow the Codes of Practice for Social Service Employers, produced by the Scottish Social Services Council.

There is support from a network of services within the community such as Strathclyde Police and the Health service who support in carrying out activities with the children. KangaRhu ELCC is based at 1. Alexander Place Smugglers way, Rhu, where we have use of a detached house and a large enclosed garden to the rear. We meet each weekday morning, during term time, from 8.40am – 11:50am. Wraparound care is available on request and is number dependent. Our sessions are organised around adult led activities and free play time, when we have large equipment such as soft play, shop/home corner, table top toys, dressing-up, puzzles, construction toys, dough, clay and kiln firing, painting and much more. The staff run contexts for learning and encourage the children to actively participate in its production. We also have strong links with Rhu Primary School.

OWNER

Anne King, BA.

MANAGER

Emma McDougall, BA

PLAY PRACTITIONERS

Elaine Weir SVQ 3

Hayley Hart SVQ3

Lucy Weir SVQ3

FEES

- Non-Funded session £12.00 per session
- Lunch club (11:50 – 12:20) £2.50 per session
- Afternoon Club (12:15 -3:25) £10.00 per session
- Snack Contribution £10 per month

Holiday clubs are run throughout the year, fees number dependant.

All fees are payable monthly in advance. 1 months notice must be given if you wish to cancel any sessions.

ADMISSIONS

The age range for your child to attend this ELCC is between 3 years and 5 years old. Currently 3 & 4 year olds are entitled to 5 x hour 10 minute sessions a week, over a minimum of 38 weeks. Once the application has been approved, you will be given a plan detailing which sessions your child will receive as funded education. Every effort is made to make places available to suit, however, if there are more requests for places than are available in a session, or if we need to achieve a better balance by spreading places between morning and afternoon sessions, you will be informed. Ultimately, if the number of requests for a session is still too great then the Council ballot procedure will be enforced.

AIMS OF KANGARHU ELCC

- To provide a safe, stimulating environment where the children can feel secure.
- To encourage the emotional, social, physical, creative and intellectual development of children.
- To promote the welfare of children.
- To encourage positive attitudes to self and others, developing confidence and self-esteem.
- To provide a good level of resources and leadership from play practitioners and the community and create opportunities for learning through play.
- To encourage children to explore, appreciate and respect their environment.
- To encourage multicultural, anti-racist, anti-sexist activities, providing equal opportunities and social justice.
- To form partnerships with parents/guardians.
- Individuality, differences and diversity are valued and celebrated.
- We respect and welcome children and parents of all religions, faith and beliefs.

By providing a safe environment which embraces the Giftec principles, our children are active and nurtured, supported in achieving their goals, are respected, and given responsibilities to feel included. We support our children in becoming successful learners, responsible citizens, confident individuals and effective contributors. Kangarhu ELCC is a private organisation in partnership with the local authority, run by a Manager with the assistance of a team of qualified staff. Registered with the Care Inspectorate and a member of Early Years Scotland, our aim is to support children between the ages of three and five to develop holistically, using the Curriculum for Excellence

GENERAL INFORMATION

To ensure that the children are prepared for school, we facilitate transitions and support continuity in the children's learning and development using the Curriculum for Excellence and Developmental Milestones Toolkit. We maintain very close links with Rhu Primary, offering a comprehensive induction for children in their ELCC year to their allocated Primary school.

Registered to accept 32 children each session, places are assigned by Argyll & Bute Council who fund their education. Any significant changes in your attendance requirement needs one month's notice, to both Kangarhu and Argyll & Bute Council. Milk and water is provided to accompany a snack using a donation of £1:50 by parents. On Wednesdays children provide a piece of fruit to be made into a fruit salad for the group. **Parents/guardians must inform the Manager of any allergies or food intolerance and, if necessary, provide an alternative snack or drink from home.**

STAFF

The Manager and practitioners are suitably qualified, experienced, hold a current PVG with Disclosure Scotland and are registered with SSSC. Staff also regularly attend training sessions organised by Argyll & Bute Council to develop their knowledge and skills of working with young children.

PLANNING, ASSESSMENT, RECORDING AND REPORTING

At Kangarhu ELCC we are aware that, just as children vary in the experiences they bring, they will continue to make progress at their own pace. This will be taken account of when matching learning activities and experiences to the individual needs of the child. In order to do this effectively, formal observation and assessment is required.

Assessment is an integral part of the daily routine at Kangarhu ELCC and occurs as staff listen, observe and interact with the children. Its purpose is to provide useful information about children's learning and development that can be shared with parents and the child and to help plan for the future. Both parents, through questionnaires, and children through floor books and learning stories, are involved in the process.

Kangarhu ELCC aims to:

- *Plan effectively so that teaching and learning is coherent and progressive.
- *Provide learning experiences that motivate children building on what they already know through a variety of play situations.
- *Exchange information about individual progress with parents.
- *Use observation and assessment evidence gathered to review practice.

PLANNING

Effective planning establishes clear goals for learning which are designed to match the needs and achievements of children. Planning, whether long or short-term, should leave staff clear, confident and well – prepared for what they are trying to achieve in children's learning.

LONG TERM PLANNING

Staff use a thematic approach to long-term planning. The context for learning or topic may last between 1-4 weeks depending on the issue being explored. A set of adult led learning experiences may be clustered around seasonal or local events, festivals and outings, or alternatively on a specific area / aspect of the curriculum. The range of these experiences is both broad and balanced. From these experiences, children are actively encouraged to plan their own learning and follow this during child led activities.

SHORT TERM PLANNING

Through their observations and assessments of individual and groups of children, staff are able to shape the weekly / daily programme. Staff will take account of recent learning, individual and group needs and the children's requests.

OBSERVATION AND RECORDING

Significant observations and 'next steps' are recorded and discussed to aid future planning.

Profiles of individual progress are updated regularly. A key worker system is used, with each child allocated to a colour group. Your child will undergo continuous observation while at Kangarhu, however, should you have any concerns about your child, please do not hesitate to inform the Manager. You will be shown your child's folio during the parent invite sessions that are organised on a regular basis. At the end of each term you will be given a written report. At the end of the ELCC year a copy of your child's transition record is also passed to their Primary School.

ARRIVAL AND COLLECTION OF CHILDREN

Children must always be brought to Kangarhu ELCC and collected by a responsible adult of 16 years and over. In the interests of your child's safety you should inform the Manager, in writing or by telephone, if he/she is to be collected by someone different from the normal carer or the nominated emergency contact. Parents are requested to ensure that their children are dropped off and collected at the correct time. Times are to be strictly adhered to or a charge will be made for repeat offenders!

MEDICAL INFORMATION

If your child is in need of medication during his/her time with us, you should discuss their requirements with the Manager. The group's insurance company has issued guidance on the administration of medicines that we do adhere to.

ALLERGY INFORMATION

In accordance with Kangarhu ELCC Allergy Information Policy, which is compliant with Argyll & Bute's First Aid procedures and the EYS's policy and procedural guidelines, if your child has an allergy or medical condition the Manager must be made fully aware of this before they begin. The parent and doctor must provide full written details of the allergy/condition, along with any training for the administration of medication. The parent/carer must administer the first dose of medication to ensure the child doesn't have an allergic reaction to the medication. It is at the Manager's discretion whether the medication will be administered by the staff. Medication must be delivered in its original packaging and have a pharmaceutical label attached. Kangarhu staff will not be held personally responsible for any medical procedure performed.

**KANGARHU ELCC WILL NOT BE HELD RESPONSIBLE IF THEY ARE NOT
MADE AWARE OF A CHILD'S ALLERGY OR CONDITION.**

IF YOUR CHILD BECOMES ILL

Children who are obviously unwell should be kept at home where they will be more comfortable. Should your child become unwell while with us we will try to reach you quickly by telephone. If, however, we cannot contact you at your home/work contact number we will contact the person designated as an emergency contact.

MINOR ACCIDENTS AND UPSETS

Any minor accidents will be dealt with according to Argyll & Bute Council's First Aid procedures. The accident will be recorded, both for our records and parent's information. The person picking up your child will also be informed.

If we feel your child needs medical attention, we will telephone you or the emergency contact person. If your child is upset for any reason during the course of the session you will also be informed of this. We would likewise appreciate information on bumps, bruises and upsets that occur out-with Kangarhu ELCC

CONTEXT FOR LEARNING

Regular information displayed on 'the news window', on facebook and our website, along with planning details and other information used to inform parents/guardians about current topics, themes, activities and forthcoming events, all of which will follow the Curriculum for Excellence and Building the Ambition.

CLOTHING

Whilst there is no definitive uniform, all children are encouraged to wear Kangarhu sweatshirts, and, as many of the craft activities are 'hands on' we would ask that they do not wear their best clothes. It is requested that a pair of wellingtons or waterproof footwear (we provide waterproof clothing) be left with us so that the children can access outdoors. We would also ask for shorts, t shirt and soft soled shoes as the children participate in a weekly P.E activity. All clothing must be named.

PARENTAL/CARER INVOLVEMENT

We always welcome the comments of all parents and carers either directly or via the suggestion book, which is checked regularly. Any points raised will be reviewed at planning meetings and the author notified of developments.

Kangarhu operates an 'invitation' rota system where one parent/guardian is invited each week to attend with their child. This encourages parental/guardian participation and involves spending the session with your child, being able to join in with the day's activities, and being able to see first hand your child's session. If you are unable to attend during your week please see the Manager as soon as possible to arrange another time.

Your attendance is greatly appreciated and should be an enjoyable few hours.

POLICIES

A folder containing the Kangarhu ELCC policies, including grievance and complaints procedures, is available for your information; please ask to see them at any time.

CONFIDENTIALITY POLICY

Parents and children have access to all records held on them, and can comment on their accuracy. Staff are discreet when dealing with information made known to them.

Children's records are kept secure.

In child protection situations, it may be necessary to pass on information to the main investigation agencies (Social work and Police). See the child protection policy in the office if you require more information on this subject.

NO SMOKING POLICY

Kangarhu is strictly a no smoking premises. All parents, staff, visitors etc are not permitted to smoke at any time.

CHILD BEHAVIOUR POLICY

Children will be encouraged to develop a sense of right and wrong behaviour.

Acceptable behaviour will be praised and rewarded.

In the event of misconduct by a child, parents will be informed and parental assistance will be encouraged to promote good behaviour.

EQUAL OPPORTUNITIES POLICY

Kangarhu is committed to a policy of equal opportunities, in terms of gender, race, religion and ability this applies to the staff, parents and children. It is important that children from the earliest age are helped to recognise that there many different ways of seeing and understanding the world. These different ways depend on culture, social and religious viewpoints. A child's self image is enhanced when the cultural heritage, gender, beliefs and lifestyles of their families are respected, acknowledged and used in the planning of the educational experiences and activities.

Books, pictures, jigsaws and stories are selected to show positive images of people of different races and cultures. Girls and boys will be given opportunities to participate equally in the full range of learning experiences (i.e. house play, construction and workshop tools).

CHILD PROTECTION POLICY

The well-being of children and young people in our care takes precedence over any other consideration. It is the clear responsibility of all those employed by or voluntarily involved in the work of Kangarhu ELCC to prevent the physical, sexual or emotional abuse of all children and young people with whom they come into contact.

Kangarhu ELCC will seek to work in collaboration with parents, carers, and other organisations working with children and Argyll & Bute Council to promote good practice in the area of child protection.

Kangarhu ELCC will actively seek to obtain and disseminate information about any changes in child protection policy and practice as advised by the Child Protection Committee for Argyll & Bute.

Kangarhu ELCC will endeavour to ensure that all staff and volunteers have access to appropriate child protection training, supervision and support in order to implement this policy efficiently and with minimum of stress.

Kangarhu ELCC will plan and organise its work so as to minimise situations where the abuse of children and young people may occur.

The detailed arrangements, systems and procedures for ensuring that the above policy statements are fully implemented are contained in Kangarhu ELCC's Policies and Procedures folder which is reviewed on an annual basis.

ADULT PROTECTION POLICY

The well-being of staff is of utmost importance. At no point should any member of staff be subjected to either physical or emotional abuse. Any such incidents will be reported immediately to the appropriate authorities.

HEALTHY EATING POLICY

Children are provided with a healthy snack e.g. milk or water to drink, fruit and vegetables or toast to eat during the morning and afternoon sessions. Packed lunches are provided by you but we continue to encourage healthy eating. We do not encourage you to send fizzy drinks or more than one chocolate bar or packet of sweets for your child's lunch.

ALLERGIES – nuts may cause a severe reaction, small traces can lead to an anaphylactic shock. Therefore we do not allow nuts or nut products i.e. peanut butter on the premises

CARE REGULATION

The Care Inspectorate regulates care services against national care standards and accordance to the requirements of the Regulation of Care (Scotland) Act 2001 and associated Regulations.

Kangarhu ELCC is a regulated service that is expected to demonstrate that we promote and enhance the quality of life of service users. The Act allows for inspection of a care service at any time. HM Inspectorate of Education work with The Care Inspectorate to provide an integrated service for the inspection of ELCC education.

COMPLAINTS PROCEDURE

All complaints about this ELCC in the first instance should be made to Mrs. Anne King (Manager). Complaints may be verbal or in writing. Every complaint will be dealt with within 10 days. A register of all complaints will be kept in a folder in the office.

If you are concerned about a care service or you feel you want to make a complaint that can not be dealt with by the Manager you can contact The Care Inspectorate at.

Care Inspectorate,

Compass House, 11 Riverside Drive, Dundee, DD1 4NY Tel: 0345 600 9527

Email: enquiries@careinspectorate.com

DATA PROTECTION ACT 1984

Information on parents/guardians and children's progress may be stored on our computer system to aid administration. The information is protected by the Data Protection Act 1984 and may only be disclosed in accordance with the codes of practice. Please note:

Although the information in the handbook is correct at the time of printing, there could be changes affecting any of the matters dealt within it, either before your child's placement begins or during the course of their placement. The Manager will keep you informed of any important changes to the information.

If at any time you have a query, the staff and Manager would be more than happy to assist you. Please ask.

KANGARHU POLICYS

Aims and Objectives	Internet
Absence Procedure	Management of Resources
Acceptance of gifts	Mobile Phone
Accident procedure - children	Moving and Handling
Accident procedure - staff	Notifications
Additional support needs	Nuclear Emergency
Administration of medication	Outdoor play
Admissions	Parental involvement
Adult Protection	Planning and assessment
Alcohol/substance abuse/smoking	Promoting positive behaviour
Animals in the ELCC	Recruitment
Appraisal	Recruitment of ex offenders
Care and welfare	Reporting of illness
Child protection	Risk assessment
Cleaning of the environment	Secure handling disclosure
Closures	Settling in
Complaints	Staff absence
Conduct	Soft Target
Confidentiality	Sunscreen
Curriculum	Toileting and hygiene
Development planning	Use of Social Networking
Displays	Whistle blowing
Early intervention	Outdoor play
Early Literacy	Sunscreen
Equal opportunities	Fire Protection
Finances	First Aid

A copy of all policies is available on request

Useful Contacts

All emails to the Early Years Team should be directed to:
earlyyears@argyll-bute.gov.uk

Head of Service: Children and Families Head of Service: Education

Mrs L Long Mrs C Walker
Kilmory Oban Education Office
Lochgilphead Dalintart Drive
Argyll, PA31 8RT Oban, PA34 4EF
Tel: 01546 604245 Tel: 01631 564908

Quality Improvement Manager Principal Officer Early Years

Mrs A Paterson Mrs A MacKenzie
Inveraray Conference Centre Oban Education Office
Inveraray Primary School Dalintart Drive
Inveraray, PA32 8YH Oban, PA34 4EF
Tel: 07766 991464 Tel: 01631 564908

ELCC Helpline Childcare Information Service

Mrs S Stewart
Argyll House Argyll House
Alexandra Parade Alexandra Parade
Dunoon, PA23 8AJ Dunoon, PA23 8AJ
Tel: 01369 708503 Tel: 01369 708517

Local Councillor

Jack Rudham

Area:

Helensburgh and Lomond

Location:

Rhu & Shandon

Position:

Convener

Address:

21 Queen's Point, Shandon, Helensburgh

Postcode: G84 8QZ

Email: jack.rudram@btopenworld.com

Phone: 01436 820906