

Braco Nursery



Handbook

Academic Session 2026 - 2027



Education and Learning
Improving Lives Together
Ambition | Compassion | Integrity



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Section 1: Introduction

Welcome

Braco Primary School Nursery is committed to providing high-quality Early Learning and Childcare (ELC) to children aged from 3 – 5 years. Our nursery has spaces for 14 learners who are nurtured, cared for, and supported by our two Early Childhood Practitioners and a Play Assistant. We place our learners and their families at the very centre of everything we do, and we work effectively with parents to ensure the best possible outcomes for the children within our care.



Vision, Values and Aim

Our Nursery prides itself in being **inclusive**. As a team we work hard to include our learners, parents, and community. As an inclusive environment we welcome creativity and diversity, enabling our learners to feel safe, have a sense of belonging and empowerment to make decisions that affect them.

We are not only committed to **inspire** our children to develop an interest and fascination with the world around them, but we are also inspired by our learners. Such inspiration is achieved by enthusiasm, encouragement, positivity and by allowing our children to lead their learning and play.

We are committed to ensure all learners **achieve** through their effort, skills, optimism, growth and progression. Our staff ensure they provide learning and play opportunities which challenge learners, and we active engage with learners, parents and carers, and support services when setting 'next steps' for children.

Our nursery shares a set of important values with the wider school community these are:

Equity, like



Equitable Ed

Respect, like



Respectful Rose

Honesty, like



Orla the Honest Ostrich

Hard work, like



Monty Mountain

We want everyone in our learning community to feel valued, included, supported and respected so that we can enjoy learning and growing together. This will enable everyone to reach their full potential and be their best selves. We strive to be:

Responsible Citizens

Effective Contributors

Confident Individuals

Successful Learners

Perth and Kinross Council (PKC) has highlighted five values that we believe are fundamental to our vision of Early Learning and Childcare across our settings. These are:

Best Start
Health and Wellbeing
Safe and Protected
Care and Equity
Learning and Achievement

These values guide our approach and set the foundation for our vision that every child in Perth and Kinross will have the best start in life with access to a safe, nurturing and high-quality early education that will allow them to flourish and set them up for success.

We take a holistic approach to understanding each child, family's needs and circumstances, working with our partners to ensure that we help every child learn and grow successfully.

The Importance of Play

All settings across PKC share a clear understanding of the value of play within Early Learning and Childcare. Building upon national guidance such as Realising the Ambition (2020) and the National Strategy for Play (2013), and the work of theorists such as Frederick Froebel, our vision supports practitioners in providing a play-based curriculum that accepts free play as fundamental to each child's learning and development.

This approach allows us to respond to the individual needs, interests, and preferences of our children, supporting their emotional, social, and physical development and allowing them opportunities to learn at their own pace.

By providing a rich play environment, quality play experiences, and engaging learning opportunities, settings and practitioners in PKC support our children to grow and learn in a way that is developmentally appropriate. We aim to deliver child-led learning that enhances investigation and exploration, ensuring that engagement is high, and that the progression of each individual child is clearly demonstrated.

"Play is the Work of the Child"-Maria Montessori

"You have the Right to Play" – UN Convention on the Rights of the Child

Please see [PKC Play Strategy](#) for more information.



Outdoor Play and Learning

ELC settings within PKC embrace outdoor learning recognising the value of the value of outdoor play and the impact that being outside has on children's health and wellbeing, our children are encouraged to spend time each day exploring outside in all weathers.

Our ELC staff are Forest Kindergarten Trained, and we embrace opportunities for our learners to explore and connect with the world around them.

"Outdoor Learning connects children and young people with the natural world, and encourages lifelong involvement and activity in the outdoors" -Curriculum for Excellence

"Daily, high quality outdoor play experiences have a direct and positive impact on children's physical, cognitive, social, mental health and emotional development"- Realising the Ambition.

We also believe that children should be able to explore outside freely and take risks that are appropriate to their development. Our ELC settings follow national guidance (Realising the Ambition (2020), which encourages settings to ensure that play areas are as safe as necessary, rather than as safe as possible, to allow for children to problem-solve, manage risk, understand limits, and build resilience. These outdoor experiences remain high quality learning environments, and many of our settings use initiatives such as Play on Pedals or Loose Parts to further enhance outdoor provision.



Setting Contact Details:

Braco Primary School Nursery
Feddal Road
Braco
FK15 9QD
Tel: 01764 661420
Email: Braco@pkc.gov.uk

Staff



Headteacher: Mr Craig Torrens



Principal Teacher: Miss Eilidh Wilson



ECP: Miss Helena Carey



ECP: Miss Brenda Simpson



Play Assistant: Mrs Kirsty Wilson



Play Assistant: Mrs Karen Carnson



Secretary: Mrs Eleanor Cullen

Secretary: Mrs Elaine Smith



Early Years Family Learning Practitioner

Section 2: Parent & Family Learning

Learning Together with Families

We understand that it is vital to work in partnership with parents and carers, who we value as our children's primary caregivers and first educators. We encourage parent/carer participation and engagement, and actively strive to ensure that you are informed, engaged and involved in decisions regarding your child's education and wellbeing.



“Value[ing] parents’ knowledge of their child and the learning children bring with them to school”- Realising the Ambition.

“Parents and carers have unique experience of their children and have important knowledge of their progress as learners over time within the ELC setting, at home and in other aspects of a child’s life” - How Good is Our Early Learning and Childcare Setting.

“Successful partnership working depends on the development of mutual trust and respect between practitioners and parents”- Education Scotland

Our settings value the important role Parents play in their child's development. Regular and consistent parent involvement in a child's learning and development has been proven to improve a child's engagement and attainment. As such, our setting will provide opportunities and support for you to be involved in your child's learning and development.

Parents and Carers are always welcome in our nursery and as such, you can come in to settle your child or talk to staff at any point. Throughout each term, we provide a range of planned opportunities to engage with parents meaningfully, which includes:

- Stay and Play Sessions.
- Rhyme Times.
- PEEP sessions.
- Nursery Natters.
- Get Togethers.



We also use Learning Journals within our setting, which provide valuable insights for parents about their child's play, learning and development in nursery.

Parent and Family Learning Team

Our Early Years Settings work closely with the [PKC Parent and Family Learning Team](#) to provide further opportunities and support for families to learn and play together, such as:

- [Peep - learning together programme](#)
- [Incredible Years Space](#)
- [Strengthening Families \(10-14y\)](#)
- [Space Groups](#)
- [Cook it](#)
- [Introducing Solids](#)
- [Eat Well Play Well](#)
- [Infant Massage \(6 wks – 6 months\)](#)
- [Small Talk and Treasure Pouches](#)
- [Home Safety Equipment](#)



To contact our team please call 01738 477697 or email Parenting@pkc.gov.uk

Admission Policy

To see our Admissions Policy, please [click here](#).

Correspondence

Parents and carers can expect to receive regular updates and communication about their child and are welcome to ask questions and raise concerns with their child's key worker as the need arises. We currently use telephone calls, e-mail and face to face conversations as our main form of communication.

We also use Learning Journals to share with you, what we have been learning during the week. We also have two parent contact meetings (November and March) where parents can discuss with the key worker how their child is developing and progressing within the nursery.

Reporting to Parents

While we will ensure that every child is cared for in a safe, welcoming environment, it is inevitable that accidents and incidents will happen. PKC guidance compels settings to report any concerning incidents or accidents, and every head injury to parents. Staff will strive to ensure that this will be done sensitively and professionally.

Expectations

Parents involvement in their child's education and learning is important and can provide several long-term benefits for your child. Your knowledge of and relationship with your child are also really valuable in supporting us to do our best for your child. With this in mind, there are certain expectations that we have of parents and carers while their child attends the setting:

- Respond to things that are sent home or shared on social media – please get involved.
- Establish a good routine at home – bath, book, bed/regular meal and snack times.
- Let your child's Key Worker know how to recognise if your child is feeling worried or anxious.
- Engage with staff – let them know games, songs and stories that your child enjoys at home.
- Share any concerns/expectations with ELC staff.
- Share ideas that will help your child to feel happy and confident.
- Follow your child's lead and respond to their emotions as they happen.

We also encourage you to make use of the information and learning material we will share via Learning Journals. We appreciate that some families may have restricted internet access, if this is the case, please let staff know so that alternative methods can be set up.

Our Nursery parents are also part of our Parent and Friends Association, and we have a parental representative each session who can be contacted if you wish to raise anything with our Parent Council.

Feedback

As part of our partnership with parents and carers, we will regularly invite you to give us feedback on the service that we are providing. This may be in the form of a survey, an email or message, a 'Nursery Natter' or as part of an informal discussion. We appreciate your assistance in this process as we continuously strive to improve the way we work and ensure that we are providing the best care and early education for all our children.

Attendance Patterns

At Braco Primary School Nursery we offer Term Time Attendance Pattern only. Children are entitled to 5 full days of nursery, but days can only be allocated if there is space in the nursery. You can use your five day allocation over two nurseries if you wish. Our opening times are 8.50am and collection time is 2.50pm.

Term Dates

For the most up to date term dates, please [click here](#).

Attendance and Illness

Practitioners in our ELC settings are committed, in partnership with parents/carers, to ensuring that children attend on a regular basis. The non-statutory nature of ELC attendance does not reduce the requirement to record/share/take account of any concerns around a family.

To ensure the wellbeing and safety of all children it is essential that parents/carers exercise responsibility to: -

- Keep the setting up to date with telephone numbers and emergency contacts.
- Inform the setting of any pre-arranged absence.
- Inform the setting of their child's absence no later than 15 minutes after the start of the session.
- Respond promptly to contacts from the setting asking why their child is absent.
- Share any concerns they have around their family with ELC practitioners to help ensure appropriate support for the child; and/or share those concerns with the child's Named Person.

If your child is unable to attend nursery, please telephone the school on 01764 661420 and your message will be passed on to the nursery staff.

Absence Policy

Parents/carers will be informed of the policy at induction meetings prior to their child starting the setting. General reminders for all parents/carers will be provided by practitioners through the session using the following: email, display boards and website updates. This protocol is available on the [council website](#).

Should a child be absent without explanation ELC staff are required to ensure correct procedures will be followed:

- On the first day of absence the setting will make efforts to contact parents, carers or listed emergency contact(s) to establish a reason for absence and that the child is safe.
- If no contact can be made, centre/school management will take appropriate action to ensure the child is safe:

This will always include notifying the child's Named Person for their information and action as necessary and Lead Professional if appropriate. For ELC children the Named Person is the Health Visitor, or where the family is supported by the Family Nurse Partnership, then that person may take on the Named Person role.

Centre/School management action will also include contacting the emergency contact and other family members as may be known.

As the health, safety and wellbeing of all children is of the utmost importance, the setting will further implement Child Protection procedures when that is thought to be appropriate

Emergency Closure

Information on School closures can be found on <http://www.pkc.gov.uk/schoolclosures>

If the school or nursery is going to close unexpectedly, an email will be sent directly to parents, and the information will also be posted on Learning Journals. Our Parent Council Chair will also be contacted as soon as possible.

In the event of extreme weather conditions, parents can receive up to date information regarding school closures from the following sources:

Service	Contact Details	When Used	Other Comments
Radio Tay Am	Not applicable	All Instances	Frequency Am 1584 and 1161
Radio Tay FM	Not applicable	All Instances	FM 96.4 and 102.8
PKC Customer service Centre – Number for Parents	01738 475000(main Council line)	All instances	Available from 08:00 hours to 18:00 hours however this line may operate from 07:00 hours in exception circumstances.
PKC Website	www.pkc.gov.uk	All Instances	Parent/Carers can find closure updates on the Perth and Kinross Council website by logging onto www.pkc.gov.uk where closures will be flagged up on the home page, or alternatively access the information on
PKC Twitter and Facebook	Twitter: @PerthandKinross Facebook: @PerthandKinross	All Instances	
Radio Heartland	Not Applicable	Widespread conditions	FM 97.5, 106.6 Used if school closed are within an area known not to receive Radio Tay signal
Radio Central	Not Applicable	Wide conditions	FM 103.1 Used if schools closed are within an area known not to receive Radio Tay signal

Wraparound and School Holiday Care

PKC's Wraparound Care (WAC) services offer childcare and after nursery class sessions for 3- and 4-year olds, as well as after school hours for primary age children. They also offer full day care for children aged 3 and up during school holidays and on In-Service Days.

Wraparound Care (WAC) Services start immediately after the morning nursery class session and close at 6pm. All WAC services are open from 8am to 6pm during holiday periods and on in-service days. There are three WAC services based in schools in Crieff, Luncarty, and Perth which are managed by the local school, and supported by the Childcare Strategy Team.

During school and bank holidays, Kids Clubs are offered at Oakbank in Perth, Blair Kids Club at Newhill Primary School in Blairgowrie, and in Milnathort. The Wraparound Care services at Inch View (Perth), St Dominic's (Crieff), and Luncarty also operate during holidays.

All services are closed on the two Public Holidays at Easter. All services except Inch View WAC are closed for the whole of the Christmas / New Year school holidays. Inch View is closed from the last day of term in December and re-opens after the public holidays in January.

Registration for WAC or Holiday Hubs can be made throughout the year. Once registered, you can use the service as much or as little as you require. You can select specific days for the activities taking place or so that children can participate in trips and outings. To find out more information or to register your child, please visit [Perth & Kinross Council website](http://www.pkc.gov.uk)

Section 3: Coming to Your ELC Setting

Settling in

Settling into nursery can take time and staff will ensure that your child feels safe and secure in their new environment. Staff will take time to get to know your child, their likes and dislikes and how they can be comforted if necessary.

Parents play a vital role in ensuring that children have a successful transition to nursery. Please share key information about your child including any medical or learning needs, their likes and dislikes, and what comforts them if they are upset. Staff will ask you to complete an 'All About Me' to tell us all about your child and family. Completing and returning this promptly will help us to support your child.



On your child's first day in Braco Nursery, you will be given a date and a time to arrive. Please report to the School's main entrance a member of the team will be there to meet you as you arrive.

Your child will be allocated a cloakroom peg with their name on it. While we do not encourage children to bring toys from home, a small transition object such as a favourite teddy can be used as a comforter.



Please do not worry if your child takes a while to settle: staff will continue to support children and their families throughout their transition. For some children it may be helpful to have a gradual 'phasing in' period. Please discuss this with your child's Key Worker if you feel this would be beneficial. On their first visit, please be prepared to stay with your child for the whole session if necessary.

Drop off and Collection

Please inform your child's Key Worker of any adults who may be collecting your child from Braco Nursery. This can be done in person or by telephone on the day. We cannot let any child leave with any person who is under the age of 16. Parents/Carers are required to complete a 'who will collect me' section of the 'All about me' booklet when starting nursery and at the start of a new session.

Access to Braco Nursery is through a secure entrance with a buzzer system. Staff will open the door at the start and end of each session. Please ensure you arrive in good time at the end of the session as it can be very unsettling for children who are left waiting. Where possible, you are welcome to accompany your child into the ELC room to find out more about their learning. Should you arrive later than 09:15am please visit the school office to inform them of your child's arrival and to order your child's lunch.

Snack, Lunch & Healthy Eating

Mealtimes are a very social time in ELC and give children the opportunity to develop many important skills such as social communication and independence. Your child will be involved in helping to choose and prepare food, serve themselves and then tidy away their dishes.

Children will be invited to have a meal and a snack during each



session. Our menus can be accessed on our [school website](#), so that you can discuss these with your child. Staff will promote healthy eating and create snack menus following NHS Guidelines as set out in "[Setting The Table](#)". Milk, water and fresh fruit and vegetables are always available.

Meals are provided by Tayside Contracts. You may also choose to bring a packed lunch from home. We kindly request that all lunch boxes contain an ice pack and continue to promote our healthy eating ethos. For packed lunch ideas please look at [NHS healthier Lunchbox Recipes](#).

Due to potential allergies, please do not include food that contains nuts. Staff are unable to heat food brought from home due to health and safety guidelines.

Before or during your first visit, please advise a member of staff if your child has a medically identified allergy/intolerance to a particular food or if your child cannot eat certain foods for cultural or ethical reasons.

Clothing and Spare Clothing / Outdoor Clothing

Your child will have their own peg to keep their outdoor clothes and shoes at. Following a generous donation from the Ardoch Development Trust, we have provided each child with a set of waterproofs and a fleece, which they will use on our outdoor adventures.

Clothes which are easy to put on and take off will help your child to develop their self-help skills and become more independent. Staff will always be on hand to help but it would be worthwhile helping your child to practise getting dressed and undressed by themselves at home too. Loose fitting clothes and soft soled shoes are perfect for indoor play. Please do not bring open toed shoes, flip flops or slippers to avoid any injuries.



Learning through play can be a messy business! Aprons will be provided but please dress your child in comfortable clothes which they can get messy in and can be easily washed. Outdoor learning is an important part of our curriculum and the children will be free to play in the garden in all weathers. You are welcome to leave a spare pair of wellies and waterproofs in ELC. In cold weather please provide a warm coat, gloves, a hat and waterproofs. In warm weather please provide a sun hat and sun-cream (clearly labelled with your child's name).

Your child may require a full change of clothes which can be left in a bag on their peg in case of any accidents or messy play. **Please ensure all items of clothing are labelled with your child's name.**

The Curriculum and Sharing of Learning

Within ELC, staff follow the Early Years National Practice Guidance for Scotland, [Realising The Ambition](#), and [The Curriculum for Excellence \(CfE\)](#). The 'early level' of Curriculum for Excellence spans both ELC and the early stages of Primary School and "is intended to support the implementation of a responsive, continuous play-based curriculum for children aged three to six". (RTA pg 52).

Three areas of the curriculum are particularly important and are the responsibility of all staff. These are Literacy, Numeracy and Health and Wellbeing.

We create a stimulating environment where children are sensitively supported to achieve their full potential. Staff are very responsive to the needs and interests of our children and plan a rich blend of child and adult initiated learning experiences.

Braco Nursery's recent Standards and Quality Report can be found [here](#). This shares our recent nursery developments, levels of attainment and current improvement priorities.

Observation and Assessments

An individual record of learning and development will be kept for every child in ELC. Staff will regularly observe and monitor children's progress so that they can identify developmental needs and plan their next steps in learning. Children will be supported by their key worker to recognise, record and celebrate their own achievements. They will also be consulted on their learning goals which encourages each child to take a real ownership of their learning.

Children's progress will be recorded using the Developmental Milestones. These are:

Speech, Language and Literacy

Numeracy

Gross Motor Skills

Fine Motor Skills

Social and Emotional

Attention

Further information on the Developmental Milestones will be shared with you during parent contact sessions.

We encourage regular informal communication between staff and parents/carers and welcome any information you would like to share with us on your child's progress in learning, individual needs and interests. There will also be opportunities for more formal reporting on your child's progress through scheduled meetings and written reports.

We use Learning Journals as our online learning platform which children and staff can use to record and share learning through photos, videos and comments. When your child starts at Braco Nursery you will be given secure log in details so that you can access their learning journal at home. You will be able to 'like' observations and leave comments on your child's work. Parents/carers are also encouraged to share information about their child's learning and development at home.

All About Me and Child Plans

When your child starts Braco Nursery you will be supported by staff to complete an "All About Me" booklet. This will provide us with important information on your child's learning and development needs and will be used to create their individual care plan. It will include information such as their likes/dislikes, how they like to be comforted and what their individual needs may be. This will be reviewed and updated at least once every 6 months to ensure we continue to best support your child's needs.

GIRFEC

Getting it right for every child (GIRFEC) is the Scottish Government's approach to improving outcomes for children and young people. It aims to ensure they receive the right help at the right time from the right people. It promotes the holistic wellbeing of children and young people through ensuring their right to feel Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.

These 8 wellbeing indicators will be used in ELC to provide support, advice and feedback on your child's development and wellbeing.



Child Protection

The safety of children is everyone's responsibility. If staff have any concerns for a child's wellbeing, they have a duty to pass on information that will help to keep them safe. Children can often behave differently if there is a change to their routine or home life. It would be helpful if you could let us know of any significant changes to circumstances which may affect your child. We have an open-door communication policy and sensitive discussions will always be treated confidentially. We will also let you know if we have concerns about a change in your child's behaviour in ELC.

All ELC staff receive Child Protection training at the beginning of a new academic year. Our Child Protection Officers are: Craig Torrens – Headteacher, Eilidh Wilson – Principal Teacher and Amelia Conway – Class Teacher.

If you are concerned about a child's welfare, you must report your concerns directly to:

[The Child Protection and Duty Team](#) at Perth & Kinross Council - 01738 476768

Family Protection Unit (Police) – 01738 892912

Out of Hours Social Work – 0845 30 111 20 20

Additional Support Needs and Inclusion

All children need support to help them learn and some will require additional or different support to ensure that they get the best start in life and benefit from their learning. Additional support needs (ASN) can be both long- and short-term or can simply refer to the help needed to get through a difficult period. Parents' knowledge and experiences are key to identifying and understanding the different needs of each child.

The Early Years Inclusion Team are the first point of contact for parents of pre-school children with a range of additional support needs. They also provide support and guidance to ELC settings to ensure appropriate educational provision and support is given to meet children's needs. If required, the EY Inclusion Team will observe and assess your child's support needs and work in partnership to provide the correct support. This can include - home visiting, attending Pre-school groups, ELC setting visits, support when starting ELC and Primary 1 or joint working with ELC staff and other professionals.

If ELC staff identify an additional support need, they will work in partnership with families and other professionals to establish an individual support plan. If you feel your child may have an additional support need, please talk to their Key Worker or Health Visitor who will be able to advise families on the range of support that is available.

English as an Additional Language (EAL)

The [English as an Additional Language Service \(EAL\)](#) works across nurseries and schools to support children and families whose first or home language is not English. They also support ELC staff to make sure that the curriculum is accessible to all. They are available to provide support for parents/carers e.g. during enrolment and to support parental communication.

Gaelic Provision

Perth and Kinross Council is committed to supporting the Gaelic language and Culture within the authority. Early Years Gaelic Medium Education is available in PKC and parents who are interested in this provision can find more information in this leaflet:

[GME Leaflet eng.pdf \(pkc.gov.uk\)](#)

[GME Leaflet gaelic.pdf \(pkc.gov.uk\)](#)

Transition to P1

Transitions from ELC to Primary 1 are carefully planned to ensure the process is as smooth as possible.

Throughout the year pre-school children will have the opportunity to engage in a range of different activities including:

Classroom Visits

Shared learning projects

Meet the teacher

School lunches

Buddies system

Skills Groups

ELC staff and class teachers will also share important information to make sure your child gets the support they need.

Enrolment For more information on how to enrol to your local school please refer to the [PKC website](#).

Any concerns

We hope that you and your child have a positive experience at Braco Primary Nursery. However, if you have a concern or complaint with any aspect of our nursery, please speak to your child's Key Worker, Craig Torrens (Headteacher) or Eilidh Wilson (Principal Teacher).

We have an open-door policy and will make ourselves available to deal with your queries and concerns in a sympathetic and confidential manner. If you require further assistance, the Care Inspectorate can be contacted via:

- [complaints form online](#)
- calling on 0345 600 9527
- emailing on concerns@careinspectorate.gov.scot

Section 4 Our Policies

These policies and guidelines have been created by Perth and Kinross Education and Children's Services, Early Years Team to support practitioners in ELC and share with parents/carers.

These have been devised taking account of national and local guidance, including that from regulatory bodies.

First Aid

Parents/Carers will be contacted timeously if required. In all cases of head injuries parents must be contacted.

Sun cream

Parents/carers will be informed of the setting's sun awareness policy and be encouraged to keep their children safe in the sun through a variety of methods. e.g. nursery handbook, newsletters, meetings, noticeboards, Learning Journals and informal information.

Toileting

Parents/carers should be made aware of these guidelines and asked to sign Toileting Consent Form prior to their child starting. Parents/carers should be able to ask key practitioners for advice and help on toilet training and if staff have any toileting concerns, they should sensitively discuss this with parents/carers. Practitioners should work in partnership with the parents/carers and the family's Health Visitor if required to support the individual needs of the child. Discussion with the family should take place before contacting the Health Visitor. A Care Plan to support the child may then be established.

More information about toilet training can be found on the NHS Website.

Childsmile Toothbrushing Programme

Childsmile is a national programme designed to improve the oral health of children in Scotland. Research tells us that brushing at least twice a day with fluoride toothpaste can help prevent tooth decay. To support this, Childsmile has developed a national daily supervised toothbrushing programme to take place in the nursery or school setting, in addition to brushing at home.

For more information about the toothbrushing programme and its standards visit <https://www.child-smile.org/>

What do I need to do next?

Your child will be enrolled in the toothbrushing programme automatically at their nursery or school. You do not need to do anything. However, **if you do not want your child to take part** in the Childsmile toothbrushing programme please write to your child's nursery or school. You can of course change your mind at any time.

Medication

Parents and carers should provide their child's ELC setting with sufficient information about their child's health, care, and treatment. This includes informing them of medication required and notifying them if there are any changes to this. Parents and carers should provide the ELC setting with the appropriate, clearly labelled medication (by the pharmacy) and ensure that medication is in date. A signed record is completed each time medication is given to any child.

Perth and Kinross Council's Administration of Medication in Early Learning and Childcare (ELC) Settings Guidance can be found [here](#).

Trips and excursions

Trips and outings are viewed as beneficial to young children and a valuable opportunity to explore, develop learning, and promote health and wellness. Off-site excursions provide a unique opportunity to enrich the lives of those taking part, whether it is a visit to another establishment, a trip to the local park or an adventurous activity.

Your child(ren)'s Early Learning and Childcare setting will provide you with details of any trips they are planning and seek consent as required.

SIMOA guidance, which supports staff to ensure that all children are kept safe during trips and excursions can be found [here](#).

Ticks

Ticks are common throughout the year in any areas where wildlife is usually found. As part of outdoor learning opportunities, there is a small risk that children may receive insect bites or stings and where possible first aid will be administered by staff, or alternatively a parent/carer will be contacted in order to arrange a time to come in to remove the tick.

Emergency Contacts

This information will be collected at the beginning of each year and reviewed every six months. It is the parents responsibility to keep emergency contacts up to date and you need to advise us of any changes if your details change within this time.

Section 5: Further Support & Information

Useful Contacts

Childcare and Family Information Service

Find my Nearest Childcare

Tel 0345 601 4477 Email childcare@pkc.gov.uk

Childcare for under 5's

Provides information on funded Early Learning and Childcare places for two, three and four year olds including queries around entitlement and available spaces.

Tel 01738 476343 Email elc@pkc.gov.uk [Perth & Kinross Council - Childcare for under 5s \(pkc.gov.uk\)](http://Perth & Kinross Council - Childcare for under 5s (pkc.gov.uk))

Care Inspectorate

Responsible for regulation and registration of childcare services.

Tel 0345 600 9527 www.careinspectorate.com

Coram Family and childcare

National childcare charity, promoting high quality, affordable childcare for all.

www.DaycareTrust.org.uk

Early Years Scotland

Provides support to community led early learning and childcare groups and families.

Tel 0141 221 4148 www.earlyyearsscotland.org

Parent Club Scotland

Provides information on new Scottish Government benefits, including the Best Start Grants

Parent Club Scotland

Parentzone

Information about education in Scotland for parents of children aged three to 18, including ideas on how to support children's learning. www.parentzonescotland.gov.uk

Scottish Childminding Association (SCMA)

Promotes childminding as a quality childcare service.

Tel 01786 445377 www.childminding.org

Scottish Out of School Care Network (SOSCN)

Represents out of school care and school-aged childcare in Scotland.

Tel 0141 564 1284 www.soscn.org