



# Mossbank Early Years Daycare Information

Mossbank ELC offers a Daycare service for pre-school children aged 2 – 5. This leaflet outlines the details of this service, we hope you find it useful!

## General Information

There are limited Daycare spaces available, however, we will always try our best to accommodate everyone.

The Daycare hours run from 8.15am until 4.15pm. Your child's initial booking must be made 2 weeks in advance to allow time for them to be added to the Parentpay system.

We have our lunch between 12.30pm and 1.30pm, therefore, we ask that you avoid pickup/dropoff at this time. Your child can bring a packed lunch or can have a hot meal provided by the canteen, these are to be booked in advance through ParentPay. [ParentPay – Shetland Islands Council](#) Any problems with parent pay please contact Dawn Ratter dawn.ratter@shetland.gov.uk

The children have 2 healthy snacks throughout the day at approx 10.30am and 3.30pm. All snacks are provided by the setting. Mossbank ELC and School is an **Orange Free School**. This means no oranges, orange flavoured products or juices should be brought onto the premises.

We have changing facilities within the ELC so we can carry out any personal care needs discretely and with dignity.

Before your child starts we will organise a suitable time for you both to come and visit the setting. We will provide you with your enrolment forms on this visit and ask that you please fill these in and return on your child's first day.

Eligible 2 year old spaces take priority over paid daycare places. In the unlikely event that your child loses their daycare space you will be given 2 weeks notice before their place is terminated.

**We ask that you please provide the following with you child:**

- Nappies and wipes (if required)
- A spare change of clothes (initialed)
- Completed enrolment forms
- Any medication your child requires
- Appropriate outdoor clothing, i.e. sunhat or cosy jacket/mittens/wellies etc depending on the weather. – A waterproof suit and jacket will be provided by the setting.
- To encourage your child's independence, we ask that they wear shoes that are easy to put on and take off themselves i.e. not lacing shoes unless they can tie laces. Velcro, elastic or zips are best.

**Fees** – billed to you weekly by SIC through Parent Pay. SIC Finance will be in touch with you log in details for parent pay.

- Daycare fee - £5.10 per hour.
- Lunch - £2.20 per day.

## **Contact Information**

For all enquiries and booking please email – [mossbankbookings@shetland.gov.uk](mailto:mossbankbookings@shetland.gov.uk)