

### Parent's Comments

"Caring, patient, full of fun  
Treat everyone as individuals  
and make them all feel special"

"the staff are friendly,  
Approachable and always ask  
after you"

**A warm friendly atmosphere where you  
can meet new people and make friends**

### For more Information

drop in, phone or email.

### Children's Worker:

**Sarah Todhunter**

Sarah.todhunter@thecottagefamilycentre.org.uk



# Children's Area

### CONFIDENTIALITY

The Cottage Family Centre undertakes to respect the confidentiality of children and families.

This will apply in all circumstances except where the information received relates to a situation where the safety and well-being of a child, or other vulnerable person, may be at risk.

In such circumstances, the matter will be discussed with the Project Manager who may discuss this with the Social Work Dept and Care Commission to identify the most appropriate course of action.

**All staff have been subject to an Enhanced Disclosure Check.**

### The Cottage Family Centre

29-31 Cawdor Crescent, Kirkcaldy

Tel/Fax: 01592 269489

Opening Hours: 9am—5pm, Lunch 12-1pm.

### Website:

http://[www.thecottagefamilycentre.org.uk](http://www.thecottagefamilycentre.org.uk)

### email:

administration@thecottagefamilycentre.org.uk



INVESTOR IN PEOPLE



Company Limited By Guarantee No: 271291

Charity Registration No: SC 014271

## Playroom Guidelines

### Crèche Times:

**Times: 10–12 noon and 1-3pm**

**(Although some groups may differ)**

**Costs: Range from 50p - 75p per session**

Play at the Cottage is available for families with children aged 6 weeks old to pre-school children and sessions are held in our purpose built playroom, a crèche which can accommodate very young children and our main playroom which is for older children.

Irene and Nichola, (qualified Children's Workers) are supported by Sarah (Children's Development Worker). They are all experienced in working with families and young children.

Sarah, Irene and Nichola provide a quality service to improve children's experience through play by involving and supporting parents and carers.

### Key Worker system

Every child who attends the Children's Area is given a key worker. They will keep a record of your child's development and progress. If you do not know who their key worker is, please do not hesitate to speak to a member of staff. Key Worker lists are displayed outside the playroom.

### Our groups

**Groups can be categorised into the following headings:**

#### Creche

Our crèches are suitable for children from 6 weeks to pre-school age, parents drop their child off to participate in a group or for some 'time out'. The children are encouraged to mix with their peers. Examples of our creche groups are; Respite, Coffee, Time Out

#### Pre-ante pre-school

For children aged from 6 months up to 23 months where they are attending a group with their parent. Examples of our pre-ante pre-school groups are; Crawlers & Walkers, Parent & Child, Our Little Treasures.

#### Ante-pre school

For children aged between 2-3 years old where they are being left in a 'playgroup' environment. Children are encouraged to make friends, share, and develop independence skills. Examples of our ante-pre school groups are; Bonnie Bairns

#### Pre-school

For children aged between 3-5 years old where they are supported in their socialisation, learning and development. Examples of our pre-school groups are; Cottage Club

All children are supported in their learning and development through the Birth to 3 yrs and 3-5yrs Curriculum Framework.

### Changes in Circumstances

If you or your child's circumstances change in any way e.g. new phone number, emergency contact, special medication etc. please inform us as soon as possible to keep our records up to date.

If someone other than yourself is collecting your child, please inform us of these changes.

### Clothing

We recommend that parents bring an adequate change of clothes for children who are being toilet trained.

Any clothes that are borrowed from the playroom must be returned.

We also recommend that parents bring in an adequate supply of nappies for their child. (nappies used from the playroom are 25p each)

Due to the enjoyment of messy play experiences by children, we recommend that they do not wear good clothes when attending the playroom.

### Illness

If your child has had sickness or diarrhoea, it is advised that you do not attend the play session until 48 hours after your child has fully recovered.

### Child Support

The Children's Workers can offer support to you and your child with many issues such as; toileting, behaviour, separation, play, eating habits, social, emotional, physical or language development.

If you feel you have any concerns about your child a member of staff within the playroom is more than happy to talk to you about this.