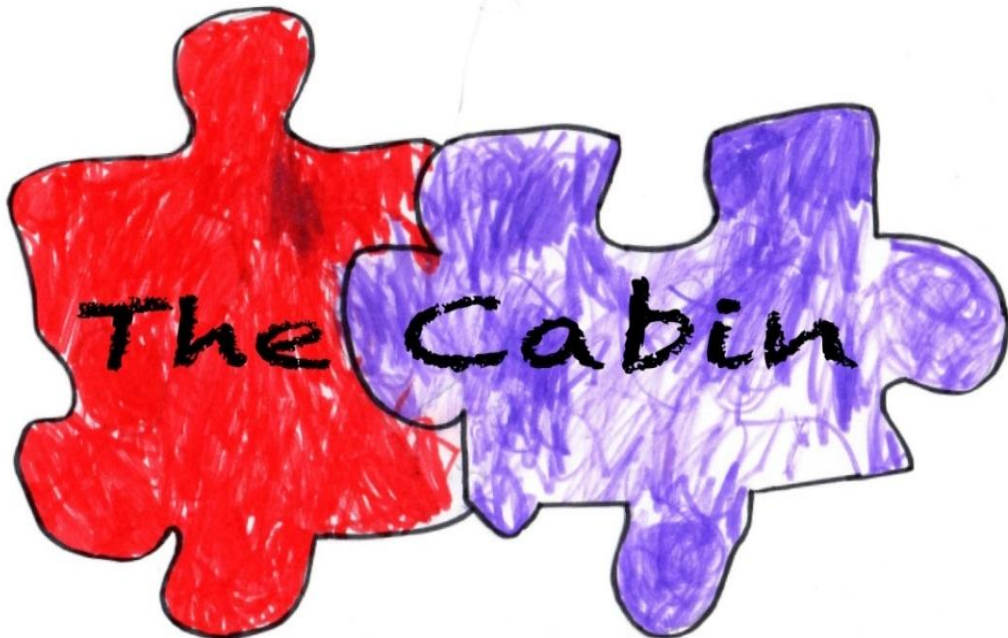


WELCOME TO



T. 01340 821111

Email. hello@thecabinnursery.org.uk

YORK STREET, DUFFTOWN, AB55 4AU

Registered Charity Number: SC000839 CS number:2003008918

Introduction to The Cabin

Welcome to The Cabin! We're a friendly community group created and run by the parents of the children in our care, working alongside The Moray Council. Our little ones even have a chance to get involved by electing representatives to our committee, who help oversee the daily activities and support our staff.

We love hearing your ideas! Whether it's suggestions for fun outings, new equipment, fundraising events, or play activities, your input is always welcome. Back in August 2012, we decided to change our name from Dufftown Playgroup to The Cabin to better reflect our role as a provider of Preschool Education.

We're proud to be registered with The Care Inspectorate and Education Scotland, and we're also a part of the Care and Learning Alliance. Thanks for being a part of our community!



Children's Rights and UNCRC

At The Cabin, we are committed to upholding the United Nations Convention on the Rights of the Child (UNCRC). We recognise every child's right to be safe, healthy, respected, included, nurtured and heard. We support children to express their views, make choices, develop independence and actively participate in their learning and play.

Children's ideas, interests and voices help shape our environment, experiences and planning. We value children as capable learners and active participants in decisions that affect them.

Inclusion and Equity

We are dedicated to fostering an inclusive environment in which every child feels valued, respected and supported in realising their full potential, irrespective of their abilities, backgrounds, cultures, languages, or any additional support needs. At The Cabin, we recognise that all children and adults are unique, each with distinct needs and abilities, and we believe that everyone is equally valuable. Our goal is to empower all individuals to reach their fullest potential, free from attitudes that may hinder their development.

We aim to achieve this by ensuring that our play environments and activities are non-discriminatory and reflect positive representations of all children and adults within our society.

(This is a brief overview of our Equality and Diversity Policy. For further details, please refer to the full policy document available in the welcome folder.)

Health, Safety, and Infection Prevention

At The Cabin, we are committed to adhering to Standard Infection Control Precautions (SICPs) and implementing infection prevention and control procedures in accordance with the latest guidance from Public Health Scotland. This commitment is geared toward ensuring the health, safety, and well-being of children, families, and staff.

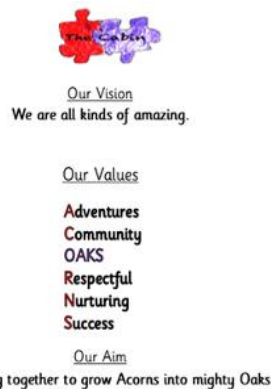
In alignment with the Joint Quality Framework, QIF 2025, and the Health and Social Care Standards (HSCS 2.2), we endeavour to maintain the highest standards of hygiene and infection prevention throughout our facility.

The Centre is dedicated to promoting the healthy development of children within a secure and safe environment. Our Health and Safety Policy is clearly outlined in the Policies and Procedures Folder at The Cabin and must be regularly reviewed and adhered to by all staff and volunteers. We encourage staff, children, parents, and guardians to recognise the increased risk of infection and remain vigilant in following hygiene protocols:

- Handwashing is required for everyone upon entering and exiting The Cabin.
- Measures for coughing and sneezing should be practised.
- Staff are responsible for sanitising contact surfaces throughout The Cabin and completing checklists for restrooms, the kitchen, entrance area, playroom, and outdoor areas.

Outdoor Play and Risk Benefit

We recognise the importance of safe risk-taking and adventurous play experiences to support children's confidence, resilience, wellbeing and independence. Risk assessments are used to support children to explore safely both indoors and outdoors.



Our Staff



Donna – Centre Manager

I live in Dufftown with my husband, Fraser and our two children, Neive and Cameron, who both attended The Cabin. I love spending time with family and friends, making memories together.

I previously worked in a nursery where I obtained my qualifications. After that, I worked at a local school for nearly 14 years. I started working at The Cabin as a Nursery Practitioner in April 2022, and after the summer of 2022, I became the Centre Manager. I have EDI Level 3 and an NVQ in Children's Learning and Development. I am currently studying for a BA in Childhood Practice. I am passionate about learning and have a strong interest in GIRFEC (Getting it Right for Every Child) to ensure the success of all children. I believe it is important to build and strengthen our connections within our wider community.

Michelle– Senior Nursery Practitioner

I moved to Dufftown in 2010, living with my Partner and have 3 sons. It has always been my dream to work in childcare, so I jumped on the opportunity to become an Early Years Practitioner when it came along.

I have achieved my SVQ Level 3 in Childcare and Early Education and am passionate about helping children reach their full potential.

Amy – Senior Nursery Practitioner

My name is Amy and I am a Senior Nursery Practitioner here at The Cabin. In 2020, I volunteered at the woodland nursery and absolutely loved it, so I decided to work towards my HNC in Childhood Practice, in the hope that one day I would be able to come back to The Cabin!

In my spare time, I love going on adventures with family, friends or my partner Ross. You will most likely find me on weekends at the shop, trying to find bits for the house!

Courtney - Nursery Practitioner

My name is Courtney. I have recently moved to Dufftown from Aberlour. I have 5 siblings and I've worked my way from level 4 childcare to my SVQ Level 7. I've worked in a nursery setting for nearly 4 years. I love being part of little ones' journeys and watching them grow! In my free time, I like to spend time with my friends.

Lauren - Nursery Practitioner

My name is Lauren, and I live in Keith. I have two sisters and one brother and I am the youngest out of all of us. I enjoy watching football and Formula 1. I went to North East Scotland College in Aberdeen for two years, where I got my NC and HNC in childcare.

I have been volunteering at my local Brownies unit for five years. I am looking forward to working with staff and children at The Cabin. I'm also looking forward to improving my skills and knowledge within The Cabin.

Reanna – Assistant Nursery Practitioner (Modern Apprenticeship)

My name is Reanna. I live in Craigellachie. I moved from the island of Islay when I was young. I volunteer at Rainbows every Monday. I am currently completing my apprenticeship as an early years practitioner, and I am enjoying every moment at The Cabin. I love going on adventures with the children and watching them grow.

In my spare time, I enjoy baking, crafts, being outdoors and spending time with friends and family.

In & Around The Cabin

Admissions Policy

Children are eligible for a place in the Nursery Group at the intake after their third birthday (i.e. August, January and April). We cannot guarantee a place, but intake will be done in age order. When a place becomes available, it will be offered to the oldest child on the waiting list.

If your child is unwell or not attending the session, please contact the centre as soon as possible. If your child is absent from a session and we have not been informed, we will contact you or your emergency contact if you are unavailable to find out why. This is part of our duties as your childcare provider and is detailed as such in our policies and procedures.

Please note: contacting a member of staff through personal phones or social media is not an appropriate way to inform the centre of any changes or child absences.

Please contact the centre directly via:

Phone 01340 821111 or 07511320417 (text)

www.facebook.com/thecabindufftown messenger

Dojo message

Email hello@thecabinnursery.org.uk

Settling In

Parents and their children are welcome for an initial visit before starting in the Nursery Group so that you can become familiar with the people and the activities in the Group. We recognise that settling in is an important stage in the transition between home and the outside world and appreciate that all children are different, and some will take longer than others to settle. When it is time for you to leave your child, we urge you to say "Goodbye" and not just disappear.

The Daily Session

The Nursery Group provides a diverse range of activities for children during each session. These activities support children in exploring and developing their physical, emotional, social and language skills. We follow the Curriculum for Excellence and record learning outcomes based on this framework. Additionally, we implement the "Realising the Ambition" approach through "Being Me," which allows us to remain flexible and responsive rather than adhering to strict weekly plans or themes. Instead, we take our guidance from the children's interests, ideas, curiosities and developmental needs to inform our planning.

Our practitioners use skilled observations, interactions, and professional knowledge to create meaningful learning experiences that build on children's strengths, support their progression, and foster high-quality play-based learning in accordance with the Curriculum for Excellence, Education Scotland guidance, and the Joint Quality Framework.

The sessions provide opportunities for the children to experience:

- Painting – with brushes, fingers, sponges.
- Junk modelling – making pictures of models from boxes, cardboard tubes, cards, paper, fabric, cotton wool, and glitter.
- Dough – moulding and modelling with play dough and other substances.
- Books – picture and storybooks for individual and group reading.
- Physical play – hoops, tunnel, chute, balls, bikes.
- Games – singing/rhyming games, music and movement.
- Sand/water – with toys and measures.
- Outdoor play – ball games, tag, natural equipment.
- Nature Study – planting and growing bulbs and seeds, creepy crawly watch, junkyard, using natural resources.

Our focus is on open-ended loose parts play and the open-ended learning this brings. Learning does not always have an end product, as doing is an important part of the learning experience for children to explore. The absence of “something to take home” does not imply a lack of labour or learning on the child’s part. Play Staff welcome the chance to tell parents how their child has spent the morning. We aim to do this through regular updates on the Class Dojo.



Visual timetable of what the children are offered during the week.



Timetable				
Monday	Tuesday	Wednesday	Thursday	Friday
PE	Free flow Play	Woodland Nursery Walk in the community	Free flow Play Food Larder COMMUNITY TIME	Free flow Play
Snack available				
Free flow Play STEM	Free flow Play	Free flow Play CRAFT	Free flow Play Wheeled Toys	ECO GARDEN
Lunch				
STEM	Gardening Club Bikeability Aigun Court Elderly housing (Once a month)	Early Talk Boost Gardening Club	Early Talk Boost	12:50 pm: Children get ready for home and tidy settle down for following bell 1-1:10pm
2:30pm: Children get ready for home and tidy then settle down for the following:				
STORYTIME	SHANARRI	SHANARRI	SHANARRI	SHANARRI

Food and Drink

In accordance with our Healthy Eating policy, which adheres to the 'Setting The Table' guidelines, children will receive one healthy snack during each session. This snack will be provided from 9:45 am to 10:00 am. The snack is available on a free-flow basis, allowing children to choose when they would like to participate within a designated timeframe. Each morning, we have a designated snack helper who may assist in snack preparation if they wish. An adult will always be present at the snack table to help with serving.

Lunch is served at approximately 12 PM, provided by Moray Council through the kitchen at Mortlach Primary School. We follow a 4-week rolling menu, which is posted on Class Dojo at the start of each week. We encourage good table manners as we sit together as a whole group during lunch.

Emphasising self-service, children will help themselves to food from the serving dishes on their tables. We have crockery and cutlery available, and we encourage everyone to use a knife and fork while eating. Water is also provided.

Our goal is to create a social atmosphere during lunch, with staff members joining the group at mealtime.

Progress Report

We regularly host a communication day/evening to discuss your child's progress. While it may be challenging to have a conversation at the door during this time, we are readily available to address any immediate concerns or queries via phone, email, or Dojo message. Our contact details are provided below.

Children's records are always kept confidential, but parents have access to their own child's records upon request in accordance with the open-door policy. Official bodies may require access to records.

Provision for Children with Special Educational Needs

If a child with special educational needs is enrolled at The Cabin, the staff will evaluate their ability to provide the necessary support. If required, they will consult with The Moray Council and/or the Care and Learning Alliance and seek guidance on additional resources, such as one-on-one assistance, speech therapy, or physiotherapy.

Equal Opportunities

The Cabin recognises that all children and adults are different with differing needs and abilities, but all are equally valuable. The group aims to help everyone reach their full potential, free from attitudes that would limit their development.

We hope to achieve this by ensuring the play environment and play activities are non-discriminatory and provide positive images of all the children and adults living in our society.

(This is a brief summary of the information contained in our Equality and Diversity Policy. Please read the full policy document, which can be found in the welcome folder.)

Fees

Nursery Group

The Cabin is in Partnership with Moray Council and therefore, if your child is entitled to a funded Pre-school place, they can take that place at The Cabin, in the nursery session

Nappy Changing

A staff member will wash their hands and then wear disposable gloves to change a nappy. The changing mat is sprayed before and after each use with an antibacterial spray.

The privacy curtain is pulled over and the toilet door is opened.

Used nappies, wipes, gloves etc are securely double bagged and

disposed of immediately in the nappy wrapper unit, and then staff members will wash hands again.

Clothing

What should my child wear to Nursery?

Please bear in mind that we prefer not to have children wear their best clothes or jackets, as they engage in lots of painting and messy play both indoors and outdoors. Although the children do wear aprons, paint can still get onto their clothes. We do use water-based washable paints; however, these can be difficult to remove from clothing. If you need tips or tricks for removing stains, please speak to management. As the children grow older, we want them to be able to be independent in the bathroom, so it would be helpful if their trousers have fewer fastenings. Unfortunately, this might result in wet clothes, so we ask for your patience with both the children and us!

You can order hoodies. They have the nursery logo embroidered on them. If you would like to order one of the items, please contact Donna (Nursery Manager).

If you wish for your child to have a jumper without embroidery, you can also buy purple jumpers at Asda.

Do I need to bring anything to the nursery?

In a plastic bag, please could we ask you to provide a complete change of spare clothing, nappies if required, wipes and nappy bags. (The bag will be placed in a gym style drawstring bag on your child's peg)

A pair of indoor plimsoll-style shoes or trainers with no laces, please, and a pair of wellies, **all clearly marked with your child's name.**

Soiled Clothing and Laundry Procedures

In line with the Quality Improvement Framework (QIF 2025), Health and Social Care Standards (HSCS 2.2), and infection prevention guidance, The Cabin follows updated infection prevention and control procedures for managing heavily soiled clothing.

If clothing, underwear, nappies or pull-ups become heavily soiled with faeces, urine, vomit or blood, staff may assess whether items can safely be returned home or if disposal is necessary due to infection risk.

IMPORTANT: Any lightly or moderately soiled clothing returned home should be placed directly into the washing machine and washed at 60°C or the highest manufacturer-safe temperature, then tumble dried fully.

These procedures support our joint Quality Improvement Framework and help maintain a safe and hygienic environment for children, families and staff.

A pair of indoor plimsoll-style shoes or trainers with no laces, please, and a pair of wellies, all clearly marked with your child's name.

Can we ask that all items brought to Cabin, hats, gloves and jackets have your child's name written in laundry pen or self-adhesive labels (see below for ideas)



<https://i.ebayimg.com/images/g/is0AAOSw7axgKSjK/s-l500.jpg>
https://www.wovenlabelsuk.com/school-labels/wl-js.html?gclid=EA1aIQobChMI34Cngq719wIVFdtRCh107gkOEAQYAiABEGIc9fD_BwE

First Aid

All staff hold a current First Aid Certificate, all accidents are recorded in the Accident Record Book and parents are given a duplicate copy of the report via a Dojo message.

Medication

It is the Centre's policy never to administer any medication unless it has been prescribed for the child or written permission has been provided by the parent/carer. If your child requires medication during a session, arrangements must be made with the Play Staff and a Medication Administration Record must be completed and signed by the parent/carer before any medication is given.

Parents/carers must provide clear instructions regarding:

- the name of the medication
- the reason for the medication
- the required dosage
- the time the medication should be administered
- any special instructions or possible side effects.

All medication must be provided in the original container with the pharmacy label clearly showing the child's name, dosage instructions and expiry date.

Medication will be stored safely and securely in accordance with manufacturer instructions and out of reach of children. Refrigerated medication will be stored appropriately between 2°C and 8°C.

The Cabin will maintain accurate written records of all medication received, administered, returned or disposed of. Parents/carers will be informed when medication has been administered and asked to sign the medication record upon collection of their child.

Only appropriately trained staff will administer medication where required. Medication will not be administered unless staff are confident about what the medication is for and how it should be given.

If a child refuses medication, spits it out, or a medication error occurs, parents/carers will be informed immediately and advice will be sought from a pharmacist or GP where appropriate. Any medication errors will be recorded and reported in line with Care Inspectorate requirements.

For children with ongoing medical conditions, details of medication and support required will be included within the child's personal plan and reviewed regularly with parents/carers.

Illness

If your child is ill, please do not bring him/her to the centre. Coughs and sneezes spread very rapidly through the group. If your child has a contagious illness, keep them away from the group until the infectious period is over. The following guidelines are the minimum periods of exclusion:

Chicken Pox: 5 days from onset of rash

Measles: 4 days from onset of rash

Rubella: 4 days from onset of rash

Mumps: Until swelling has subsided, but not less than 7 days from onset of symptoms.

Upset stomach: 48 hrs after the last episode of illness.

Fire Drill

The **Fire Drill Procedure** is posted on the wall at the Playroom entrance. The children and practitioners will rehearse the fire drill at least twice each term.

Departure Guidelines & Emergency Contact Information

We maintain a list of emergency contact numbers for use in the event of an incident. Please inform a staff member of any changes to your telephone number or that of your emergency contact. It is important that your emergency contact is someone outside your immediate family.

If someone other than you will be collecting your child from The Cabin, please notify the staff in advance. In cases where the individual is unfamiliar to our team, a password will be established beforehand, which the person collecting your child must provide at the time of pickup.

Children must be collected by a responsible adult aged 16 or older who is recognised by the child. If there is anyone who should not be permitted to collect your child, it is vital to inform the manager or practitioner immediately. Please provide any relevant legal documentation along with a recent photograph if possible.

Staff may request photo identification from any adult unfamiliar with our setting. If a person is prohibited from collecting your child, it is essential that the manager or practitioner be made aware, ideally with a photograph for reference.



Behaviour

It is recognised that children require a simple set of guidelines to help them to come to terms with the feelings and needs of others within society. We maintain ground rules that focus on respect for others and personal safety i.e.;

We use gentle hands in The Cabin

We ask for the toys we would like to use and wait for our turn if they are being used by another.

It is much safer to walk in The Cabin and keep our feet on the floor.

We use kind words to adults and our friends in The Cabin.

Children who misbehave will be taken aside and the Playworker will explain why such behaviour is unacceptable. Any incidents will be dealt with as soon as they occur.

If a child's behaviour is causing concern, the practitioners will make every effort to find out why the child is behaving this way. They will discuss the situation in confidence with the parent(s) and work with them to find a solution.

Outings and Parties

In all weather conditions, children may play in the School Playground or on the Nursery Play Equipment. Please ensure that your child is dressed appropriately for outdoor activities, including suitable clothing and footwear. Waterproofs, hats, and additional clothing, such as gloves, will be provided by The Cabin during their time here.

Prior to the Summer Outing, parents will be notified and may be asked to accompany their children to maintain a safe adult-to-child ratio.

Christmas Party: Each child will receive a gift from Santa, and parents are warmly invited to join us for the special moment of gift-giving. Detailed plans will be communicated well in advance.

Photography

During playtime, photographs of the children may be taken. Occasionally, particularly during events such as parties, outings, or fundraising activities, these images might be used for publication in the local press. We recognise that this may not be acceptable to all parents, and we kindly request that you provide your consent for such publications by completing the Permission for Photography section on the enrollment form. Additionally, we may utilise these images on social media, and further information regarding permissions is available on the enrollment form.

Complaints Policy

The Centre operates a **Complaints Policy**. Any problems or queries should initially be brought up with the Play Staff. If this is unsatisfactory, then the complaint should be brought to the Chairperson or any Committee Member. A list of committee members is posted on the Notice Board in the Cabin entrance. Any complaint will be dealt with immediately, and a response will be provided to the complainant within 14 days.

The Scottish Care Inspectorate can also be contacted directly to raise a concern or a complaint.

- filling in an [online form](#) under [Making a complaint online \(careinspectorate.com\)](#)
- calling - 0345 600 9527 between 9am and 4pm, Monday to Friday
- emailing- concerns@careinspectorate.gov.scot

Other Information

The Cabin term dates are issued in the regular newsletters and are the same as Mortlach Primary School.

The Centre closes on School holidays, In-Service Days and is closed in bad weather when it is decided that it is unsafe for staff and children to attend. You will be notified on Dojo and Facebook as soon as a decision is made.

Could you please provide a box of tissues per term, this helps us to keep costs down and use our funds in the most beneficial way for the children.

Please note: Contacting a member of staff through personal phones or social media is not an appropriate way to notify the centre of any changes or child absences. Please contact The Cabin directly on Landline 01340 821111, Out of hours mobile 07511320417 or by Dojo message.

If you have any questions, please get in touch with:

Staff at the Cabin – Centre Landline 01340 821111

Out of hours mobile 07511 320417

A Member of the Committee

Finally, we thank you for your support and hope that you and your child enjoy your time with The Cabin.