

# Drumchapel Early Years Centre

## Nursery Handbook



Drumchapel Early Years Centre

### Contact details:

Drumchapel Early Years Centre  
4 Abbotshall Avenue  
Glasgow  
G15 8PR  
Tel: 0141 944 8530

Email: [headteacher@drumchapelday-nursery.glasgow.sch.uk](mailto:headteacher@drumchapelday-nursery.glasgow.sch.uk)

Nursery start date: .....

## Welcome to Drumchapel Early Years Centre

I would like to welcome you and your child to Drumchapel Early Years Centre (DEYC). The booklet contains a range of information that I hope you will find helpful. Please do not hesitate to approach the staff or myself at any time, if you need more information or have any concerns.

I hope our handbook gives you a glimpse of life at Drumchapel Early Years Centre. We look forward to having you and your child work with us and that this will be the start of a strong partnership.

*Liz McGregor*

Elizabeth J. McGregor, Head of Centre

### Vision, Values and Aims (V,V,A)

#### Vision

In Drumchapel Early Years Centre we will provide a welcoming and inclusive environment for all. Learning will be fun and engaging where all children will be recognised as individuals and encouraged to aim high. We will work together with children, their families and the community to ensure growth and progression, based on a shared sense of direction.

#### Values

Inclusive; Nurturing; Fun; Welcoming; Respect for all

#### Aims

Support children's wellbeing through a nurturing environment whereby we encourage them to have respect for self and others.

The learning environment stimulates and motivates children to achieve their potential through personalisation and choice.

Consult with children and families on all aspects of nursery life.

Establish strong links with families and the community to enhance learning.

### Hours of Opening 8.00 a.m. - 5.45 p.m.

<b>2 - 5's</b>	Morning Session	8.45 a.m. - 11.55 a.m.
	Afternoon Session	1.15 p.m. - 4.25 p.m.
<b>Under 2's</b>	Morning Session	9.00 a.m. - 11.30 a.m.
	Afternoon Session	1.30 p.m. - 4.00 p.m.

**Note:** The majority of children attend part time or the allocated funded hours from Government policy, however there are some children attend longer hours where availability and needs of the family are taken into account.

There are 77 children at any one time throughout the nursery.

**Head of Centre:** Elizabeth (Liz) McGregor - BA, HND, HNC, NNEB

**Depute:** Catherine Cunningham - BA, SVQ 4, SNNEB

**Team Leader:** Colette Doherty – BA, HNC

**Lead Practitioner Attainment:** Maureen McArthur – BA, PDA, SVQ 2 &3

**Admin Assistant:** Paul Shields – HNC, PDA

**Child Development Officers:** Danielle Aitken - HNC

Laura Chalmers - HNC

Carrol Clark - HNC

Lorna Glendinning – BA, HNC

Janet Halliday - HNC

Majella Kennedy - SNNEB

Jenna Kerr - SVQ3

Debbie McColl – SVQ 2 & 3

Catherine (Katie) McCreadie - HNC

Linsey McLaughlin – BA, HNC

Abby Marshall - HNC, HND, BSC

Kirsty O'Donnell - BA HNC

Fiona Paterson - HNC

Kelly Quinn -

Clare Ritchie - HNC

Jade Rosie - SVQ3

Laura Taylor – HNC, PDA

Margaret Timney – NNEB

Becci Wells - HNC

Emma Winslow - HNC

### **Admissions Policy**

All places are allocated in accordance with Glasgow City Council's Admissions Policy. Details of the policy can be found on Glasgow Online. The admissions panels sit three times per year (one per term). The panel consists of Heads of all local nurseries, an Education Early Years representative as well as health board and social work representatives.

**For more information on admissions and nursery charges see:** [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

### **Enrolment**

You are welcome to register your child as soon as your baby is born as we take children from under one year. A register of applications is kept in the nursery and the information contained in your application will be considered by the admissions panel to assist in the allocation of places. If for any reason you have a change in personal circumstances or your contact details change please inform the Head of Centre.

### Number of children at each daily session:

Lewis	6 children attending per session
Arran	15 children attending per session
Skye	56 children attending per session between the 2 playrooms

### Child Protection

There are a variety of Government publications we adhere to in our duty to protect children such as *Getting it Right for Every Child*, *Scottish Executive* and the *Children's Rights*. However if we are concerned that a child is at risk, we will follow *Glasgow City Council's Child Protection Procedures Management Circular 57 (MC57)*.

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to
- ensuring that programmes of health and personal safety are central to the curriculum;
- ensuring that staff are aware of child welfare & safety and protection issues and procedures
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people

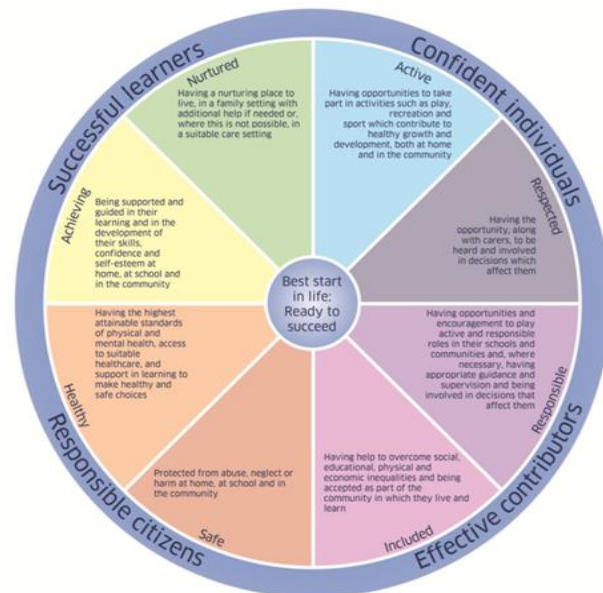
Should any member of staff have concerns regarding the welfare or safety of any child or young person they must report these concerns to the Head of Establishment or the person deputising for the head of establishment. He/She after judging that there may be grounds for concern regarding the welfare or safety of any child or young person must then immediately advise social work services of these concerns.

### Islay Playroom - Our Nurture Corner

Our Nurture Corner has been running now for over 5 years very successfully. The small welcoming, cosy, safe playroom run by Kirsty O'Donnell has been set up to support some children who find our Skye playroom somewhat overwhelming. Only 4 children attend our Nurture Corner at any one time allowing the children to benefit from the small environment to grow emotionally and develop their confidence enabling them to reach their potential. Research tells us that using this type of nurturing approach for some children will give them time and space to get back on track and gradually be reintroduced to the mainstream curriculum.

## GIRFEC - Getting It Right For Every Child

The wellbeing of children is at the heart of Getting It Right For Every Child. The wellbeing wheel states the basic requirements children require to reach their full potential. The eight areas within the wheel are set in the context of the '4 capacities' which is at the core of Curriculum for Excellence. We know children progress differently depending on their circumstances but every child has the right to have the appropriate support from adults to make sure they develop as fully as possible across all of the 8 wellbeing indicators, and all adults working with children have a duty to support this.



### How can you help?

Your child comes to nursery with a variety of skills and knowledge learned at home and no-one will know your child better. Therefore, please share with us your child's interests and abilities so that we can use this information to plan appropriate learning to further develop their skills and knowledge as well as making their transition to nursery a smooth process.

### Privacy Statement and Data Protection - Use of Information about Children and Parents/Carers

As a local authority our schools and early years establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection (May 2018). This means, amongst other things that the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people, or where otherwise required by law. We may also use any information for research purposes. However, all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council.

Further information regarding the project, data security, your rights and how the data is processed can be found on the ELC Data Transformation Project webpage:

<http://www.gov.scot/Topics/Statistics/Browse/Children/ELCData/ELCDTA>

### Our Race Equality Policy

All pre-five services should reflect the Council's Equal Opportunities Policies and are anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women who work or care for children.

Provision should take account of the needs of all children, including those with additional support needs, physical disability or chronic illness. These principles are reflected in the criteria used to admit children to the nursery and in the curriculum of all establishments.

## Bullying

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement *"to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination"*. (A Standard for Pastoral Care in Glasgow Establishments).

## Nursery Improvements

Every year through the monitoring of our service we identify areas or practice that we feel would benefit from improvement to enhance our children's learning experiences, This is our Improvement Plan. We will break the improvements into manageable tasks that everyone can be part of. These will be displayed in our foyer for you to see how well we are doing at meeting those targets.

## Nursery Policies

The nursery policies are available to read in the reception area. If you would like to comment on any of these, please speak to the Head of Centre. Intermittently we may ask for your help to review policies, your participation in this would be much appreciated.

## Clothing

There are forms of dress which are unacceptable in the establishment, such as items of clothing which:

- potentially encourage faction (such as football colours);
- could cause offence (such as anti-religious symbolism or political slogans);
- carry advertising; particularly for alcohol or tobacco
- could be used to inflict damage on other children or be used by others to do so
- could cause health and safety difficulties, such as dangling earrings, loose fitting clothing

Glasgow City Council is concerned at the level of claims being received regarding loss of children's and young peoples' clothing and/or personal belongings. Parents/carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to the establishment. Parents/carers should note that the Authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the Authority can be shown to have been negligent.

**It would be extremely helpful to the nursery staff if parents label their child's clothes as many wear the same or similar items which can cause confusion.**

## Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, texts, notices in local shops and community centres, announcements in local places of worship and announcements in the press and local radio.



## Birthdays

We are happy to celebrate your child's birthday although it should be highlighted that it will be a small affair with the children in their key group and not with all the children in the playroom. Could you please remind your child's keyworker and provide a small sponge cake. Anything else you wish to provide must be in line with our healthy eating policy.

## Attendance

It is helpful if parents could notify us if your child is going to be absent due to illness or for personal reasons; this enables us to monitor normal childhood illnesses. If you do not contact us we will text or telephone you in the first instance or contact you by letter if no contact can be made to ensure your child is ok and to see if we can offer any support to enable your child to return.

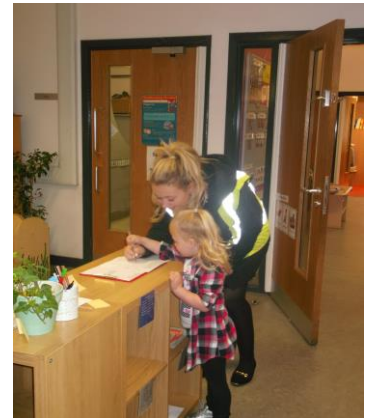
## Emergency Contacts

All parents are asked to provide the Centre with names and telephone numbers of three contact persons (including the main carer) for use in case of any emergency.

**It is vital that you keep the nursery up to date with any change to your own number and/or those that you have put as the emergency contact.**

## Arrival and Collection of Children

It is expected that a responsible adult aged sixteen years or over will bring and collect your child to and from nursery. In the interests of your child's safety, you should make a point of telling the keyworker if s/he is to be collected by someone not known to the staff members. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. Each playroom has a signing in register. Please ensure your child is **always** signed in and out by the adult bringing and collecting them.



## Vision Screening

The government has recommended that all children should have their sight checked prior to starting school. Screening will take place within the Centre. You will be notified of the date and time of the screening, if you consent to your child taking part.



## Toilet Training

The nursery does not supply nappies, wipes or cream, therefore we ask that you bring in a sufficient amount to cater for your child's needs. Nappy rash cream is treated the same as medication and should have the pharmacist's label and instructions on the packaging. If you want your child to begin toilet training then we ask that you establish this first at home. Your child's keyworker will be happy to discuss this matter.

**If your child has an accident their clothes will be left in a nappy sack which will be stored in a box near the register within your child's playroom. It is important that you take the soiled clothes away the same day. Please ensure that your child has enough spare clothes in their bag in case of accidents.**

## Medication

If your child is in need of medication during his/her time at nursery, you should discuss his/her requirements with the keyworker. You will need to fill in a form that authorises nursery staff to administer the drugs to your child. Staff will only administer drugs that have been prescribed by a Medical Professional. **All medicines should have the appropriate label and administering instructions on the original packaging.**

A member of staff will give you the necessary form to complete.

If medicine is prescribed to your child for a short term e.g. antibiotics we would kindly ask that those children who attend on a part time basis should be given their medication at home.

If your child suffers from asthma you must inform a member of the management team if there are any activities or specific circumstances that are likely to bring on an attack. Please ensure that you leave an inhaler at nursery in case of an attack.

If your child suffers from epileptic attacks you must inform a member of the management team what emergency treatment should be administered.



## If your child becomes ill

If your child becomes ill at nursery every attempt will be made to contact you. Please make sure the nursery is informed of any change in circumstances, in particular the telephone number of the person who is the emergency contact.

If your child has stitches/glue treatment we would ask that you seek medical advice to determine if they are fit to return to nursery.

If your child is prescribed antibiotics, they need to be taking them for **48 hours** before they return to nursery.

If your child has diarrhoea or vomiting, we ask you to keep them at home for at least **48 hours**.

**Do not bring your child to nursery if they are ill as infection is easily passed from one child to another. The nursery adheres to the Guidance on Infection Control for Children in Schools and Pre-5 Establishments drawn up by Greater Glasgow Health Board.**

## Minor Accidents and Upsets

If your child gets injured outwith nursery time, please inform their keyworker and likewise staff will inform you if any injury occurs during the nursery session. A member of the staff group will ask you to sign an incident form or the accident book (depending on the type of injury) which will inform you of how the accident happened and what treatment (if any) was administered.

## Dental Health

We are a Child Smile Nursery which means we promote good dental hygiene. To receive this accreditation all children brush their teeth once during the session (we will ask for your consent at enrolment) and representatives from the Child Smile team come to observe our practice intermittently to ensure we are offering the correct tooth brushing regime that promotes good dental health.

*Our nursery is a 'sweet free zone' so at no time are fizzy juice or sweets given to the children; at parties our children have a savoury buffet. We also serve healthy snacks and only milk or water is on offer at snack time.*





## Curriculum

### Additional Support Needs/Accessibility Strategy

The establishment has a duty to ensure that all our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of planned activities and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of children with physical or sensory impairments, including the relocation of playrooms to the ground floor where feasible. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment or English as a second language; agreeing a phone contact system to provide direct feedback to parents and carers.

### How We Promote Learning

'Active learning is learning which engages and challenges children's thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by

- spontaneous play
- planned, purposeful play
- investigating and exploring
- events and life experiences
- focused learning and teaching

supported when necessary through sensitive intervention to support or extend learning. All areas of the curriculum can be enriched and developed through play.' (A Curriculum for Excellence: Building the Curriculum 2)



### Working Together to Support Learning

Staff work in partnership with parents to promote effective learning for children. During each session staff continually monitor and observe children to highlight their strengths or at times areas where they may require extra or specialist input. Early intervention from other professionals such as Speech & Language Therapist, Community Paediatrician will enable staff to give the additional support your child may require. If there is a specific issue we will discuss this with you, and only with your consent will we refer to other professional bodies such as those mentioned.

Other early intervention used in nursery could be time in our Nurture Room - Islay and again we would not do this without your consent.

## Curriculum - 0-3 year olds

### Five to Thrive

We already know that parents are the most important people in children's lives but recently we have discovered something even more amazing..... we have discovered that how a parent behaves around their baby in the first three years of the baby's life has a significant impact on how their baby's brain develops.

Your child's brain grows better when you do five simple things that feed the growing brain:

Respond

Cuddle

Relax

Play

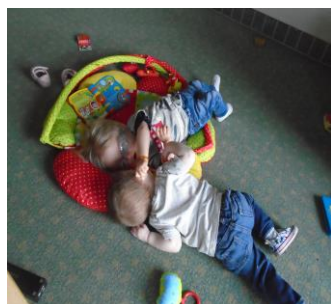
Talk

These are your child's daily 'five to thrive' - the building blocks for a healthy brain.

A healthy brain will help your child be happy in themselves, make friends and enjoy their family life, as well as being the best start for learning once they go to school.

From 'A Guide for Parents and Carers Five to Thrive' booklet. (Kate Cairns Associates)

Information on this topic is displayed on our 2-3's curriculum wall and our main foyer area and further information on the topic can be found at: [www.fivetothrive.org.uk](http://www.fivetothrive.org.uk)



### Pre-birth to three years

Staff will refer to Scottish Executive: Care and Learning for Children, Pre Birth to Three as well as the 'Five to Thrive' mentioned above.

The nursery strives to create a warm, safe and caring learning environment, where children are treated as individuals and motivated by their own curiosity. Their interests and achievements are observed daily, so that the children are free to explore the world around them.



### Developing the 5 senses

Treasure Basket and Heuristic Play are two activities which encourage young children to explore and learn about the world around them, through using the 5 senses (Sight, Sound, Smell, Taste, Touch). In nursery these activities are not intended for everyday use, but to support certain stages in a young child's development.



## Curriculum for Excellence

Within Scotland all education establishments follow 'Curriculum for Excellence 3-18'. We use information gained from parents, children and staff, to plan and provide interesting, challenging and achievable learning experiences within the context of 'Curriculum for Excellence 3-18'. At all times staff take account of the individual needs, stage of development and interests of each child.

There are 4 capacities within the curriculum and by having well planned learning opportunities delivered by staff, we support children to become:

Successful Learners

Responsible Citizens

Confident Individuals

Effective Contributors

There are 8 curriculum areas:

Expressive Arts

Social Studies

Technologies

Sciences

Religious and Moral Education

### Health and wellbeing

Learning in health and wellbeing ensures that children develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.

How do our young children develop these necessary skills at nursery?

- Encouraged to be independent and confident
- Learn to share, work together and take turns
- Learn how to grow your own - vegetables, fruit, plants
- Encouraged to be considerate towards others
- Develop personal care, safety and independent dressing
- Learn about healthy life choices and enjoy exercise and outdoor play
- Playroom activities that develop fine and gross motor skills





## Language and literacy

Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum. Being literate increases opportunities for the individual in all aspects of life, lays the foundations for lifelong learning and work, and contributes strongly to the development of all four capacities.

- Using books independently and in groups
- Develop listening skills to enable children to carry out tasks
- Playroom activities planned to promote the development of appropriate and new language
- Encouragement to express your own needs and wants through PATHs Programme, puppets and role play
- Playroom activities to develop writing skills
- Listen to language with enjoyment through stories, poetry and singing
- Clear communication skills encouraged



## Mathematics and numeracy

Numeracy is a skill for life, learning and work. Having well-developed numeracy allows young people to be more confident in social settings and enhances enjoyment in a large number of leisure activities. Being numerate helps us to function responsibly in everyday life and contribute effectively to society.

- Colour, number, shape, pattern activities
- Playroom activities that encourage children to problem solve
- Learn about money and the working world
- Experiment with light and shape



## Links with Primary Schools

The nursery is part of Drumchapel Learning Community which means we have links with all primary schools in the local area as well as Drumchapel High School.

Information in the form of a 'Transition Record' is sent to the relevant primary school with your permission to show the class teacher your child's achievements. Some school staff will come to the nursery at the end of the summer term to introduce themselves to the children.

With our link school - Antonine Primary we work jointly with staff through a calendar of events throughout the year to support children's transition to school whether it be Antonine or any other primary school all pre-school children have the opportunity to participate in these activities no matter what school they are due to attend.

## Newsletter

News at DEYC is the nursery newsletter which is full of information on up and coming events or information on recent achievements. Suggestions and comments are always welcome.

## Outings

Outings come in a variety of shapes and sizes. Many can be the children walking in the local area or visiting nearby parks/woodland areas or visits to other local community groups.

If trips involve taking public transport we need your written permission, your child will not be able to participate if the permission form is not completed prior to the trip.

Not every child will access trips where use of public transport is involved but we try where possible to ensure a fair distribution for as many children as possible have the opportunity to go further afield.

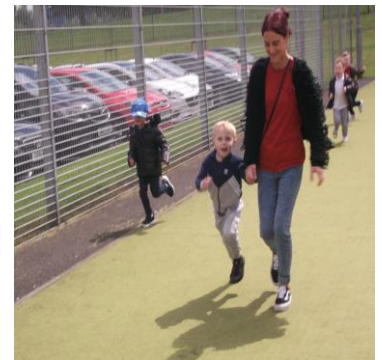
When staff arrange outings for children we prefer the size of group to be kept small. For the safety of the children we need a low ratio of child to adult, to do this we need your support, so please join us when you can.

## Fundraising

A voluntary contribution of £1.50 or £2 (depending on how many sessions your child attends) per week towards the nursery fund is a great help and allows us to buy resources such as, playdough and baking materials etc.

Larger fundraising events take place approximately twice per year which can be anything from a Dancethon, Bingo Night, Raffle or Sponsor. We depend on the monies raised at these events to help pay for our annual fun day, Christmas and other celebrations.

Your support is greatly appreciated.



## Home Link Initiatives

Throughout the year we offer a variety of home link activities to support children's learning.

Both Arran and Skye Playrooms include **Home Learning Sheets** in their planning programme. We encourage all children to participate in this activity and completed sheets are regularly displayed on our Curriculum walls. Participation in this initiative is great for boosting children's learning and introduces at an early age how homework plays a necessary part in each child's achievements.

**Five to Thrive Home link bags** used in our under 3's playrooms are provided for the children to take home. This can either be a simple puzzle, a book or a game. The activities encourage the children's language development and concentration skills.



**Chatterbox** is an initiative for Skye playroom which supports children's developing speech, language and communication skills. Children will take the empty box home and choose a few special items to bring to nursery and share with their friends. This enables them to talk about what they already know or have experienced and to make connections in their thinking and language skills. Keyworkers will support children in the anticipation and excitement of opening the box, developing children's confidence and self-esteem.

### Library

Our library is based at the entrance area, children's books on the blue bus, and adults in the unit beside it. When children start nursery they will be given a zip bag with their name on it, this will be used throughout your child's time at nursery to borrow books from our library. There is no set day or time for you and your child to access the library it can be as often as you wish, **all we ask is that you return your book before you borrow another.**

### Working Together to Promote Positive Behaviour

Staff place a great deal of emphasis on children learning to respect each other and are aware that they are role models who should show a good example. Children are encouraged to resolve conflict in a positive manner, with staff being observant and prepared to intervene when necessary. It is important that parents and staff work closely together when behaviour is an issue.

Skye children participate in our Promoting Alternative Thinking Strategies (PATHS) programme. The initiative helps children deal with their emotional wellbeing enabling them to verbalise their feelings and help them to build positive relationships with their peers. Further information will be given once the new programme starts (at the beginning of each academic year) by your child's keyworker.

### Complaints and Queries

If you are concerned or unhappy with any aspect of the nursery, please feel free to approach a staff member or the Head of Centre and we will try where possible to resolve the issue.

### Appeals

If you feel your complaint has not been satisfactorily resolved with the Head of Centre the issue can be further pursued at a higher level by contacting:

Jim Wilson

Area Manager—North West

Education Services

City Chambers East

40 John Street, Glasgow G1 1JL

Phone: 0141 287 5758

or

The Customer Liaison Unit can be contacted by telephone or email:

Phone: 0141 287 5384

email: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

### Elected members

Bill Kidd

Carol Monaghan

Paul Carey

Your local Councillors can be contacted on 0141 287 2000

## **Regulatory Bodies**

### **Care Inspectorate**

SCSWIS Compass House,

11 Riverside Dr, Dundee DD1 4NY

Phone: 0345 600 9527

email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

### **Education Scotland**

Denholm House,

Almondvale Business Park,

Almondvale Way,

Livingston EH54 6GA

Phone: 0141 282 5000

email: [enquiries@educationscotland.gov.uk](mailto:enquiries@educationscotland.gov.uk)

### **Maureen McKenna - Executive Director of Education**

Education Services

City Chambers East

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