**About Us**

Maryhill Mobile Children’s Services is a not for profit organisation with a charitable statute which has been operation for over 33 years in the North West of Glasgow. We provide services such as: A Mobile Crèche, Respite Service and After School Care. We have now expanded our service with the opening of Evergreen Outdoor Nursery with provision for children from 2.5 to school age.

The nursery will operate from Dawsholm Park which is situated approximately 5 miles North West of the City Centre, with special permission to use Botanic Gardens and our indoor base will be used for dropping and collecting children at 35 Avenuepark Street, Maryhill.

All Evergreen Outdoor Nursery staff are well experienced and qualified. Caroline Thomson is the Corporate Manger of Maryhill Mobile Children’s Services, she will be working alongside Sharon Peebles; Nursery Manager, Anna Zajickova ; Senior Childcare Practitioner, Eilidh Hart; Childcare Practitioner and Gerald Gilmartin; Childcare Practitioner within the nursery.

Open: 8am-6pm 50 weeks of the year, closing for two weeks over the Christmas and New Year period and closed on Public Holidays.

Fees: £40 per day, per child.

Handbook

2020 / 2021

Handbook

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8. **Mission Statement**

To provide good quality childcare, through a team of highly skilled Childcare Practitioners, for children from 2.5 to 5 years, which enables parents/carers within the boundaries of Maryhill and the surrounding areas to participate fully in full-time/part-time education, training and employment.

In partnership with parents/carers, we will actively promote the Pre-birth to Three document and Curriculum for Excellence to create opportunities for personal achievement and to develop each child’s capacity as: a successful learner, confident individual, responsible citizen and an effective contributor within their own community and to society at large.

1. **Codes of Conduct**

**Entering the Forest**

We will enter the Forest respectfully and know that when on site specific expectations are in place. We will explore, investigate, learn and play in a manner that will not damage the environment. We understand and respect that we share the environment with plants and animals and will follow The Scottish Outdoor Access Code at all times. (See Good Practice Guide for Staff and Children)

**Boundaries**

Boundaries will be set each day and children will be aware that they must only play where they can see an adult and where an adult can see them. Children will play games with staff which reminds them of the boundaries such as: *Stop and Hop*, where children go to the boundary and hop on the stop where they have to go no further. (See Getting Started: Establishing Activities to Safeguard Children)

**Picking up and playing with sticks**

Children can carry sticks shorter than their arm’s length but are encouraged to think about how close they are to other children. Longer sticks may be dragged or carried with the help of another person when each person is at either end. Sticks must not be thrown. We will respect the environment and sticks must not be pulled from living trees.

**Picking up and playing with stones**

Stones may be picked up and transported as children often like to make patterns and pictures with them. Children will take part in daily risk assessments where they are encouraged to think of their own safety and that of others around them so stones may not be thrown, but they may be dropped when it is safe to do so, i.e. what is beneath where I am dropping it?

**Digging**

Digging large holes is not encouraged as we have to ensure we leave as little trace of our presence as possible to the area and so not to upset wildlife. Children may carefully move soil to look for insects and their habitats using fingers or small sticks found within the forest but deep holes should not be made.

**Collecting Wood**

Wood is collected sparingly, so as not to disrupt creature habitats, for activities such as den building and crafts activities.

**Eating and Drinking**

Nil by mouth policy for anything found in the Forest, unless this activity has been specifically planned for during the session (e.g. blackberry picking). Children will be reminded not to put their fingers or hands in their mouths or noses. When having drinks and snacks children will use wipes, liquid soap and water to clean their hands before consumption.

**Rope and String Use**

Children will help staff to set the site up each day modelling appropriate knot tying and modelling how to talk through ideas and decisions.  We encourage the collection and transportation of materials as this enables children to take part in child led activities. We do not however allow children to tie up each other. If a child wishes to tie up something, for example a tarp or a swing, an adult should help them when required.

**Carrying and Transporting Materials**

Children are encouraged to roll, lift, drag and to pull materials, either by using their hands or by using ropes. We encourage safe lifting by bending our knees and keeping our back straight. Safe lifting should always be modelled by adults who will complete manual handling training. Heavier objects should be rolled, lifted or carried by more people working together.

**Toileting**

Children are encouraged to use the toilets before we leave the base. Children may go to the toilet in a designated area in the toilet tent used to protect children’s privacy, there will also be a private nappy changing area. (See Toilet and Nappy Changing Policy)

**Tree Climbing**

An adult must be present when children are climbing trees. A risk assessment of the area will be completed to ensure any ‘sharp objects’ are removed and a visual check must be made for loose and rotten branches before the tree marked as suitable for climbing. Children are permitted to explore to their own limits or to a maximum height of 1.5m. Adults will be near enough to catch a child if they should fall but far enough away to not to hinder the children’s exploration.

**Leaving the Site**

We work according to the ethos ‘leave no trace’ that we were in the forest as much as is reasonably possible. Shelters will be taken down and materials brought to site will be removed. All rubbish and toileting items will always be removed.

1. **Suggested Activities**

Planning will be based around the Early Level Curriculum for Excellence and the Pre Birth to Three Document with activities being child led to develop children as independent confident learners.

Some activities might include (this list is not exhaustive):

* Shelter building
* Tool use
* Studying wildlife
* Playing team and group games
* Sensory activities
* Tracking games
* Rope and string work
* Art and sculpture work
* Woodland and traditional craft

Helicopter stories and drama, and meeting imaginary characters

* Physical activities
* Tree climbing
* Mud kitchen
* Yoga
* Music and dancing
1. **Essential Equipment**

**Kit Policy**

To ensure that the children are sufficiently protected from the weather and the forest environment we require children to be wearing appropriate clothing and footwear at all times. Clothing will get muddy so old home clothes are required. We require children to wear long sleeves and long trousers in both winter and summer. We ask that all items of clothing have children’s names clearly marked on them.

Winter Days:

The general rule is to wear lots of layers which keep in the heat and can be removed if needed. Children are required to wear: thermal underwear, vest, long sleeved t-shirt/shirt, jumper/fleece and wellies/waterproof walking boots must be fleece lined and thermal based.

Summer Days:

Long sleeves and trousers are particularly important in the summer to protect children from tick bites, sun burn, stinging nettles and thorns. In the warmer days children are required to bring their own: Sun cream, to be applied before session, and brought each day to reapply when required. Shoes are to be worn as sandals are not appropriate in the forest surroundings.

What we supply:

We will supply children with their own: Evergreen Outdoor Nursery t-shirt, waterproofs and back pack.

**Children should always wear their nursery uniform and bring a spare change of clothes which they will carry in their back pack.**

Essential Equipment

Staff will ensure all essential equipment is taken out each day:

* First aid kit
* Accident forms
* Emergency action plan
* Children and staff emergency contact details
* Risk Assessments
* Mobile phone
* Clean Water
* Medication for individuals
* Appropriate Clothing / sun cream (see Kit Policy)
* Toilet / nappy changing equipment (see Toilet and Nappy Changing Policy)
* Hand washing resources
1. **Safeguarding Children**

The aim of the Evergreen Outdoor Nursery is to ensure that all children using the service have fun in a safe and caring environment. It is the responsibility of all the staff to protect the children from all forms of abuse and discrimination as far as possible.

All staff complete child protection training and work closely with the Child Protection Policy and Procedures to safeguard children against harm. Our Designated child protection officers are Caroline Thomson (Corporate Manager) Sharon Peebles (Nursery Manager) and Anna Zajickova. All staff are recruited under procedures following our Recruitment Policy.

1. **Designated Person Responsibilities**
* Corporate Manager and Designated Child Protection Officer: Caroline Thomson
* Nursery Manager and Designated Child Protection Officer: Sharon Peebles
* Senior Childcare Practitioner and Designated Child Protection Officer: Anna Zajickova
* Childcare Practitioner: Eilidh Hart
* Childcare Practitioner: Gerald Gilmartin

**7. COVID-19**

Evergreen Outdoor Nursery will follow all National, Local and Care Inspectorate guidance to ensure the safety of the children, their families and our staff. We will keep parents/carers up to date with any changes to the service we provide in a timely manner. Parents/carers are required to drop their children off at the entrance to the building at 35 Avenuepark Street and collect them from the door in the garden at home time. Due to the COVID-19 restrictions parents cannot access the building. Parents will be offered a zoom meeting with a senior member of staff to show them our indoor base.

Parents are required to observe social distancing at drop off and pick up and to inform staff if any of the family experience COVID-19 symptoms.

 Children must not attend the nursery if they have any COVID-19 symptoms, continuous cough, high temperature or loss of sense of smell or taste.

Parents must inform the nursery if they are self isolating or if they have taken a COVID-19 test. Results of these tests should be shared with the nursery by email.

**Contact Us:**

Evergreen Outdoor Nursery

35 Avenuepark Street, Maryhill, G20 8TS.

0141 945 1888

07734638553

Webpage:

www.mmcs.org.uk

Facebook: <https://www.facebook.com/evergreenoutdoornurserymmcs/>

Parents only Facebook Page:

Evergreen Outdoor Nursery Families

**Enquiry Form**

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| --- | --- |
| Date of Enquiry: |  |
| Parent Name: |  |
| Address: |  |
| Postcode: |  |
| Tel: |  |
| Email: |  |
| Child’s Name: |  |
| DOB: |  |
|  |