

# Welcome to Sandyford Day Nursery

c/o St Patrick's Primary School  
10 Perth Street, Glasgow  
G3 8UQ  
Telephone: 0141 221 5502

## Handbook





### Hours of Opening

The nursery is open 8am-5.45pm, Monday to Friday, 50 weeks of the year. We are closed for 2 weeks at Christmas, 5 in-service days throughout the year and some bank holidays.

### Parking

As a health and safety precaution parents are not permitted to bring their car into the school grounds.

### Sandyford Day Nursery Staff Team

Head of Centre	Maria Di Paulotino
Depute Head of Centre	Rachel Vance
Team Leader	Marie Murphy
LPA	Elaine McLaughlin
Clerical Assistant	Sandra Clanachan/ Myranda Bradley

### Child Development Officers

Catherine Barr	Ellie Paton
Alanna Lynch	Susan Russell
Jennifer Dunbar	Jenna McKechnie
Rebecca Laidlaw	Olivia Smith
Kyla McDowall	Billie Wales
Sophie Forrest	Karen Wands
Karen McIntosh	Rebecca Wright
Margaret Holmes	

### Support For Learning Workers

Amna Aslam  
Augustina Charles  
Tatyana Dovgy

### Direct and Care

Janitor	Kirsty McFarlane
Catering Staff	Eileen Nelson
Cleaning Staff	Yuan Liu / Amanda Jones/ Toni Carberry

### Agreed Capacity

Current Role  
(Full and Part Time Places)

Under 2's	12 FTE	21
Under 3's	20 FTE	37
3-5 yrs (*APS & PS)	40 FTE	60

(\*Ante Pre School and Pre School)

# Section 1

## Welcome

Welcome to Sandyford Day Nursery. We are a diverse and inclusive early years centre who welcome all children and families as part of our community. We strive to provide a nurturing and stimulating environment which treats every child as an individual. We tailor our education according to the stage and interests of your child's learning in accordance with national legislation and guidance.



We have an open-door policy and promote parental involvement within the centre so if you have a skill or talent you would like to share, we welcome you in!

Should you have any queries or concerns, please don't hesitate to contact the Head of Centre, Joanne Brown or speak to one of the management team.

## Privacy Statement for Inclusion in School

*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 Act (1998). 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 public bodies 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.*

For further information please see our full privacy statement at:  
[www.glasgow.gov.uk/index.aspx?articleid=2895](http://www.glasgow.gov.uk/index.aspx?articleid=2895).

## GIRFEC



GIRFEC is legislation that it used to assist those who support children's holistic development.

GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector - in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on the positives in a child's life, and what might need more support.

It's the foundation for all children's services.

The holistic approach helps practitioners focus on what makes a positive difference for children and young people - and how they can deliver these improvements to best suit the individual child. Getting it right for every child is being threaded through existing policy, practice, strategy and legislation affecting children, young people and their families.

### **What Getting it Right for Every Child means:**

#### **For children, young people and their families:**

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood
- They will feel confident about the help they are getting
- They are appropriately involved in discussions and decisions that affect them.
- They can rely on appropriate help being available as soon as possible.
- They will have experienced a more streamlined and co-ordinated response from practitioners

#### **For practitioners:**

- Putting the child or young person at the centre and developing a shared understanding within and across agencies.
- Using common tools, language and processes, considering the child or young person, and collegiate working with other agencies where necessary with practitioners.

## Admissions and Charging Policy

All nursery places are allocated in line with Glasgow City Councils Admissions and Charging Policy for Early Years. The Head of Centre will be happy to advise you on how this policy operates when you apply for a place for your child. A leaflet giving details of the Councils policy is also available from all establishments.

An admission panel will meet at regular intervals throughout the year to decide how nursery places will be allocated.

The panel consists of all Heads of Early Years establishments in the area, and a representative from divisions of other agencies involved in supporting children and their families, e.g. social work department, health board.

## Child Welfare & Safety and Child Protection

All educational establishments and services must take positive steps to help children and young people 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/ young people have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

All staff are fully aware and have been trained using GIRFEC document (Getting it Right for Every Child 2008). The principles and guidelines are fully embedded in our practice.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people 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 the establishment. The Head, or the person deputising for the head, 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.



## Healthy Eating

Health Research information has led to an updating of local government health policy. In line with Setting the Table, St. Patricks Primary kitchen provides for all dietary requirements e.g. cultural beliefs and medically diagnosed allergies. Parents are encouraged to be supportive of our healthy eating practice. We are a nut free nursery and ask that you do not bring nuts into the nursery at any point.



## Suitable Clothing

All parents are asked to provide spare set of clothes and a pair of wellies for their child which, will be kept in their bags on their pegs with their name on it. Your child should also have soft shoes (black sandshoes) to change into when they arrive before entering the playroom. Could you please put their outdoor shoes into their bag for hygiene purposes. We ask that your child has suitable clothing for the Scottish weather as the children access outdoors daily.

There are forms of dress which are unacceptable in 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);
- could cause health and safety difficulties, such as loose-fitting clothing, dangling earrings;
- carry advertising, particularly for alcohol or tobacco; and
- could be used to inflict damage on other children or be used by others to do so.



Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young people's 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 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.

### **Nursery Uniform**

We have a small range of uniforms which are optional. If you would like to place an order, please collect and return an order slip from the office.

Polo shirts -	Red and Yellow	- £9.00 each
T shirts -	Red and Yellow	- £4.50 each
Fleece Jackets -	Red Only	- £10.50 each

Size: 1-2, 3-4 and 5-6

### **Birthdays**

As part of our Healthy Eating Policy, we do not have birthday cakes as part of birthday celebrations at nursery. We wish each child to have best possible birthday experience so a special day at nursery is planned in advance by your child's Keyworker. Each child is also given a birthday card and a small gift which is purchased through the toy fund.

### **Toilet training**

Toilet training for younger children is introduced in partnership with parents when the child shows they are ready. (A leaflet is available on request). During the toilet training process parents are asked to provide and maintain a supply of pants and spare clothes. Once your child has arrived at nursery and settled, staff will change them into their pants. Your child will be taken to the toilet by staff at regular intervals. The staff and parents will work together to support the child during the toilet training process. Toilet training must have begun at home in the first instance.





## Section 2

### Medical Information

If your child becomes ill while in the nursery and requires medication you should discuss their requirements with the Head of Centre. Prescribed medication will be given at the discretion of the Head of Centre, and you will be required to fill in a medicine form stating the name of the medicine and times for it to be administered to your child.

Only medicines prescribed by your doctor or medical professional can be given to your child.

All medication should have the doctor or pharmacist's label on it stating the child's name, dosage to be given and the time between dosages. Parents must always administer the first dose of any new medicine. Any medications that are required to be given in the nursery day are either stored in a locked medicine cupboard or in the fridge depending on the storage instructions of the medicine.

If your child suffers from asthma, you must inform the Head of Centre if there are any activities or specific circumstances which are likely to bring on an attack.

Individuals who suffer gastrointestinal infection are at increased risk of spreading the infection to others. They should be advised to remain off school/nursery for **at least 48 hours after the symptoms of diarrhoea and vomiting have resolved.**

### What to do if your child is unwell..

For the protection of your child and the other children, staff and parents please do not bring your child to nursery if they are unwell. Please phone the nursery in the morning to let the staff know that your child will not be attending that day.



### If your child becomes unwell in the nursery

If your child becomes unwell whilst at nursery, we will contact you in order for you to make an appointment with your doctor, or you may just be asked to collect your child from the nursery as soon as possible depending on the symptoms.

In the event of an accident a qualified first-aider will assess the injury and a decision will be taken about the required treatment. If it becomes necessary your child would be taken to The Royal Hospital for Children, Glasgow. You will be notified and asked to meet your child and staff members there.



### **Minor Accidents and Upsets**

Every care will be taken to prevent accidents, however, from time to time all children receive minor bumps and grazes. Should this happen, your child will be comforted by a member of staff and the injury will be treated accordingly.

The adult who is collecting the child will be informed of the incident and asked to sign the accident book.

### **Emergency Contacts**

Parents/Carers whose children attend the nursery are asked to provide the nursery with names, addresses and telephone numbers of two contact people for use in case of emergency, in the event of us not being able to contact you for any reason.

Please always keep all these numbers up to date including mobiles.

In order that the nursery can pass on emergency information to you it is vital that you inform nursery staff of any changes of where and how you can be contacted this may need to be done on a daily basis.

### **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.

### **Discrimination**

The Equality Act 2010 makes it unlawful to discriminate against someone because of his/her colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines, '*Dealing with Racial Harassment*', were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

All forms of discrimination including gender, disability, religious and belief are unacceptable in our service.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at establishment.



## Section 3

### Excursions and consent forms

Every parent will be invited to consent to their child taking part in local excursions. Every effort is made to ensure the safety of children at all times. When outings or excursions for children involving transport are planned, parents will be asked to complete forms which give permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.



### Photographs



For the various events and outings, the nursery is involved in throughout the year, we ask if parents could give their permission for us to take photographs or video of the children. We do this for the safety of the children and with the parents' permission as we may give out video or photographs to all parents.

### Transition to primary school

When children move onto primary school staff will complete a transition document for the receiving primary school. Parents will be invited to view these documents and add any comments if they wish.

We liaise with the receiving Primary Schools ensuring that a comprehensive picture of each child's pre-school learning / achievements is passed on. Transition meetings involving appropriate staff are arranged prior to the child entering Primary School.

## **Section 4**

### **Parental partnership**

Our aim as a nursery is to establish a good working relationship with all parents. Each child is given a key worker who is responsible for your child's paperwork. The keyworker will be the staff member who will carry out reports and inform you of progress through planning and parents evenings. You are however free to discuss your child with any staff within the room as all staff share care of your child. We also encourage parents to complete home to nursery transition forms when children are settling into the nursery to help our staff plan effectively to promote your child's development and we welcome any information you may wish to share about your child. Furthermore, parents are encouraged to share their knowledge and abilities e.g. cooking, sewing, music etc by coming in to participate within the nursery. Speak to staff within your child's room and they will be happy to arrange a time that suits.

### **Parent's room/Breastfeeding friendly area**

As a breastfeeding friendly nursery, we have a parent's room which you are free to use. This is also used for parent's to use during settling periods and meetings with staff.



### **Parents Evenings**

This event is an opportunity for you to meet with your child's key worker and other staff within the rooms discuss your child's individual learning. This allows time for any queries or concerns you may have to be discussed, working together with staff to find suitable strategies together.

## Section 5

### Useful telephone numbers

Social Work Department (Partick)  
St Patrick's Primary school  
Anderston Primary

0141 276 3100  
0141 221 2921  
0141 221 1263



Please note:

The information in this handbook is correct at the time of printing. There could be changes to any of the matters dealt with in it, either before your child's placement begins or during the course of their placement. The Head of Centre will inform you of any changes.

### Complaints Procedure

In the first instance, speak to the Head of Centre, Joanne Brown.

If you have not had your complaint dealt with to your satisfaction, please contact:

Customer Complaints Section  
Glasgow City Council  
45 John Street  
Glasgow, G1 1JE

Telephone: 0141 287 2000 (main switchboard)

In the event that you are still dissatisfied, please contact:

Care Inspectorate  
4<sup>th</sup> Floor  
1 Smithhills Street  
Paisley  
PA1 1EB  
Telephone: 0141 843 6840

