

Thirlstane Day Nursery

**Handbook
2016**



Learning & Playing Together

Vision and Values Statement

Thirlstane strives to provide a welcoming, safe, happy and stimulating learning environment. We identify and meet the needs of individual children through good relationships and communication with parents and carers. By tracking children's progress and in consultation with children themselves, parents, carers and partner services we plan for life-long learning. Within a nurturing environment we offer quality learning experiences in line with Curriculum for Excellence and Pre-birth to three guidelines. We encourage children's choice in experiences, resources, and in nursery life as much as possible. Staff support children to express their needs and opinions through a variety of consultation methods and we are dedicated to promoting a culture of respect. We value diversity and foster an appreciation for the rights and individual differences of others. We will create an environment where children are safe to take risks and challenge their learning.

Aims

- To include all children and help them to develop into confident, responsible people who are successful learners and contribute effectively
- To support each child to achieve his or her full potential in all areas of development and make learning fun
- To encourage an active and effective partnership between parents and nursery staff to improve quality of learning and teaching
- To acknowledge responsibility as childcare and education professionals to ensure children have the understanding, and acceptance of, cultural and racial differences.
- Promote the wellbeing of every child through our curriculum and by working in effective partnership with other agencies.

Basic Information

Name of School Thirlstane Day Nursery
Address c/o Yoker Primary School
56 Craggan Drive
Glasgow G14 0ES

Education Authority: Glasgow City Council

Registration No. CS2003017155

Acting Head of Centre Eileen Freel
Email headteacher@thirlstane-nursery.glasgow.sch.uk

Phone Number 0141 959 4043



A warm welcome to Thirlstane Day Nursery, we hope you enjoy reading our nursery handbook and find it interesting and helpful.

Glasgow City Council Going to School web-site:
www.glasgow.gov.uk/en/residents/goingtoschool

Accommodation

In accordance with Education Department Policy there is a **NO SMOKING** policy in the nursery. Thirlstane is part of Yoker Primary School building although we have a separate entrance and 2 separate playground areas. The nursery can accommodate 50 full time equivalent (F.T.E.) children at any time. The breakdown is as follows:

| | |
|-----------------------|---------------------------------|
| Snowdrops (Baby room) | 9 F.T.E. Children with 3 staff |
| Poppies (2-3years) | 12 F.T.E. Children with 3 staff |
| Bluebells (3-5years) | 29 F.T.E. Children with 4 staff |

Parents/Carers who are required to settle a child into the nursery will be able to use the parent's room. Tea and coffee will be available.

Non-Denominational Policy of the Nursery

The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Our Learning Community

We are part of Knightswood Learning Community and on occasion joint projects are organised including healthy activities, enterprise projects or workshops. We continue to build up good relationships and links with agencies and people of our local community such as Pleas Street Clinic, Dumbarton Environmental Trust, local library and Coach House Trust.

Opening hours

The nursery is open all year from 8am to 6pm. We close for 12 public holidays and the period between Christmas and New Year. We also have 5 in-service days each year when no children attend and staff training takes place. A list of annual in-service and holiday dates can be obtained from the office. Please check notice-board regularly for any additional in-service days or closures.

Staff

Acting Head of Centre:Eileen Freel SNNEB/SVQ4

Acting Depute: Avril Chisholm HNC

Team Leader:

Child Development Officers:

| | |
|---------------------|------------------|
| Gillian Tomlinson | SNNEB |
| Maria Thom | SNNEB |
| Angela McLaren | HNC |
| Tina Lennon | SNNEB |
| Jill Clark | SNNEB |
| Pauline Goudie | SNNEB |
| Yvonne Cranwell | SNNEB |
| Marie Therese Kelso | SNNEB / PDA/SVQ4 |
| Janette MacLean | HNC |
| Janice Folan | HNC |
| Martin Winters | HNC |

Clerical Assistant: Lesley Cameron

Pupil Support Assistant:

Cordia Staff

Georgina Little – Catering Assistant
Alan Hamilton – Janitor/Cleaner
Mary Hamilton – Cleaner
Dawn Kernahan – Lunchtime Cleaner

Protecting Vulnerable Groups (PVG) applies to all staff including Cordia staff and all students on placement from colleges.

Staff keep up to date with recent research and development by attending in-service provided by Education Development Service and most staff are registered with the Scottish Social Service Council

Holidays/In-Service Days 2016- 2017

| Holidays /InService Days for Children on Term Time Contracts 39weeks | | Holidays/Inservice Days for Children on 52 week contracts | |
|--|--|---|--|
| Children Return | Mon 15 th Aug 2016 | Fair Monday | Mon 18 th July |
| Sept Weekend | Fri 23 rd Sept & Mon 26 th Sept 2016 | Inservice | Thurs 11 th & Fri 12 th Aug 2016 |
| Inservice | Fri 14 th Oct 2016 Oct Break Mon 17 th Oct to Fri 21 st Oct inclusive | Sept Weekend | Fri 23 rd Sept & Mon 26 th Sept 2016 |
| Christmas/New Year | Thurs 22 nd Dec to Wed 4 th Jan 2017 inclusive | In service | Fri 14 th Oct 2016 |
| 2 nd mid-term break | Fri 10 th Feb Mon 13 th & Tues 14 th Feb 2017 | Christmas/New Year | Finish Fri 23 rd Dec return Wed 4 th Jan 2017 |
| In Service | Wed 15 th Feb 2017 | In Service | Wed 15 th Feb 2017 |
| Spring Holiday Easter | Mon 3 rd to Mon 17 th April 2017 (Inclusive) | Easter Weekend | Fri 14 th April & Mon 17 th April 2017 |
| May Holiday | Mon 1 st May 2017 | May Weekend | Mon 1 st May 2017 |
| In Service | Thurs 4 th May 2017 | In Service | Thurs 4 th May 2017 |
| May Weekend | Fri 26 th May & Mon 29 th May 2017 | May Weekend | Fri 26 th May & Mon 29 th May 2017 |
| Term Time Finishes | Tues 27 th Jun 2017 | | |

Admission Policy – MC3a

All nursery places are allocated in line with the Council's admissions policy see website for more details

www.glasgow.gov.uk/en/YourCouncil/ServiceDepartments/EducationServices/managementcirculars.

On enrolment a Condition of Placement form is completed by parent/ carer to make a formal agreement to hours attended and payment. Evidence of study, employment or benefits (to receive reduction in charge for place) will be requested as proof of application information. Children's places will be reviewed on a 6 month basis. Places are allocated by the local area Admission Panel comprising of Heads/ Deputies of Thirlstane Nursery, Kelso Nursery School, Pikeman Family Learning Centre and Knightswood Early Years Centre plus a representative from Health Visiting Service/ and Social Work Services.

Register of Applicants

All applications are logged on Glasgow City Council's NAMS system (Nursery Application Management) database and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. Please note the length of time a child's name has been on the register will not affect the child's priority for admission. If circumstances change which affect the application you should speak to the Head or Centre/Depute. Parents can ask to see their application at any time.

You can choose up to three nurseries but the application must be submitted to your first choice nursery. If multiple applications are submitted, it is assumed that the most recent application reflects your preferred option and any previous applications will be deleted from the system.

Settling Policy

When a child is allocated a nursery place there is a settling policy. Children attend for maximum of 1 hour on the first day and the parent/carer remains to reassure the child. The time in nursery is gradually extended. Parents/carers are requested to stay in the parent's room initially until child is settled, familiar with staff in the room and happy enough for parent/carer to leave. We require a current phone number (preferably a mobile number) to contact you quickly.

Curriculum

This is the range of opportunities and experiences to develop skills, knowledge and enjoyment in learning that we plan and offer daily to children. The Scottish Government guides us with the "Curriculum for Excellence" document. When planning and working with the children we try to take our lead from the child. We work together with parents/ carers to encourage children to be **successful learners, effective contributors, confident individuals and responsible citizens**. Parent/ carer ideas for activities for each plan are welcomed and a brief note of some activities which the children may take part in and also ideas for things to do at home to continue the learning are handed out. Copies of our Curriculum documents and policies are available to see in the nursery policy folder.

In line with all other educational establishments, Early Years centres are implementing the new Curriculum for Excellence.

Staff use observations, comments about learning during experiences/activities, consultation with children during play and as part of planned experiences to assess progress. Staff plan next steps for learning, challenges and supports and record progress via Learning Journey folders.

Parents/carers are invited to join us late afternoon or early evening twice per year to speak with their child's key worker about development and progress and to look at their Learning Journey folder. Times for such meetings or meeting to plan support for learning for children are organised to suit both parents/carers and nursery staff.

Evaluation of learning

Parents/carers, staff and children participate in on-going assessment of development and learning. A "Learning Journey" folder for each child is started when the child begins nursery to track development and progress. Observations, photos and examples of work illustrate your child's learning and development. Staff gather knowledge about each child through observing them during play and by listening. We illustrate learning by combinations of digital photographs, audio and video recordings and samples of children's work. Parents have access to their own child's records at all times.

Data Protection Act 1998

Information on children and young people, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the establishment.

Children under three

We take guidance from "Pre Birth to Three" document for working with children under 3 years which encourages respect, positive relationships and responsive supports for all children. Our philosophy for this age group allows children to develop at their own pace and learn through their senses of touch, smell, taste, hearing and vision. We offer natural materials and great many experiences to stimulate development. We try to provide a stress-free environment for young children and limit conflict by providing an abundance of materials. We aim to make the playrooms as aesthetically pleasing as possible; using neutral colours as background and soft furnishings. Through observation and assessment of the children's needs, we gradually offer more structure as they move towards the 3-5 room. Staff record observations about learning and skills and consider development in 4 main areas:

- Emotional well-being and social competence
- Communication
- Curiosity
- Movement and co-ordination

We are beginning to incorporate some simple and relevant learning experiences and outcomes of Curriculum for Excellence into our plans for the younger children.

Child Welfare and Safety

Glasgow City Council adheres to new guidance issued by West of Scotland. Early Years Educational Establishments are kept up-to-date of legislation and our role in protecting children by the Child Protection Committee. We refer to MC57 Safe & Well Guidance.

The nursery policy on Child Welfare and Safety can be found in the policy folder and information is displayed on every room wall detailing important procedures.

The **Child Protection Co-ordinator** is Mary Gallacher (Head of Centre) alternatively speak to Eileen Freel (Depute) or Avril Chisholm Team Leader.

Please refer to the sheet at the back of this Handbook for further information from Glasgow City Council. Staff complete training for Child Protection on an annual basis.

It is everyone's responsibility to ensure the safety of children.

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 in appropriate 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/young person's establishment.

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.

The Named Person

GIRFEC stands for 'Getting It Right For Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

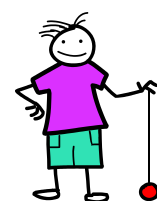
The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support when needed, every child in Scotland has a named individual, the Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. Please do not hesitate to contact your child's Named Person at any time.

The Named Person for all children from birth till age five, when they start primary school, is the Health Visitor.

Equal Opportunities

Glasgow City Council is an Equal Opportunities Authority and are socially inclusive. It is our policy to ensure a positive, tolerant and non-discriminatory attitude to all children and adults. We celebrate many festivals including Eid, Christmas, Easter, Divali, Chinese New Year etc. We try to promote a positive attitude through all our resources; books, puzzles, imaginative play etc. We encourage all boys and girls to participate in all areas of the nursery and try to avoid stereotypical images. We ask for parents/carers co-operation and support to encourage good self-esteem and confidence in all our children. Policies on Anti-Racism and Equal Opportunities can be found in the policy folder.



Additional Support Needs/Accessibility Strategy

Standard Statement

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 the 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; agreeing a phone contact system to provide direct feedback to parent and carers.

Working together

We ask support from parents/carers for the following:

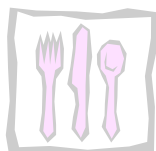
- Please provide a pair of soft shoes for indoors (write name inside)
- Children have accidents or get wet playing in the water etc. Please do not put good clothes on your child and provide a change of clothes in case of accidents etc. All children are provided with a drawstring bag in which to keep spare clothes. Please put child's name on all clothing and footwear and replace regularly if used.
- Football team clothing is not encouraged for any children in our nursery.
- If your child is unwell or going to be absent please let us know.
- We understand children like to bring a special toy or comforter to nursery, but will become very upset if the toy is lost or other children wish to play with it. There is no secure place to keep large special toys so where possible please leave precious items at home. Every child has a box or drawer for his/her special belongings.
- We discourage children from bringing sweets, crisps or juice into nursery. Please do not leave any opened packets or juice in the pram store as this can encourage pests
- The Education Department does not accept responsibility for clothing lost or stolen, so please ensure expensive clothes are not worn in nursery.
- **IMPORTANT WE ASK PARENTS/ VISITORS AND STAFF NOT TO USE MOBILE PHONES INSIDE NURSERY PREMISES**

Clothing

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 childrens' 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 establishment. Parent/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.



Meals & Snacks

Cordia staff provide our snacks and lunch food. The lunch menu changes on a three-week basis. Lunch can consist of either soup and a main meal or a main meal and a sweet. We cater for specific dietary needs for children and try to ensure a balanced and healthy diet from the youngest child upwards.

In our 3-5 age-group the introduction of a "snack bar" morning and afternoon encourages children to become more independent. They are able to collect plate and cup, make or select their own snack, pour own milk or water and tidy away after they are finished. Early literacy skills are encouraged through this activity when children can find and display their name card once they have had snack.

Thirlstane is a "tooth-friendly" nursery so children have a savoury snack and fruit, water or milk for drinking. Glasgow City Council charges for meals and snacks but there are exemptions.

Charges

Glasgow City Council charges for nursery places information can be found on the website www.glasgow.gov.uk/en/Residents/GoingtoSchool/EarlyYears/

Forms will be available for you to sign and information about charges is available from the office.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420) and Child Tax Credit only (where income is less than £16,105 this figure may change) are entitled to a free midday meal. Information and application forms for free establishment meals may be obtained from establishments and from Grants Section at Education Services headquarters.

Health

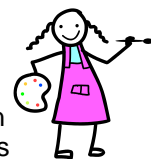
We aim to promote healthy living and try to introduce the children to the benefits of fresh air, exercise and healthy eating. Children may spend a good deal of time out of doors in all kinds of weathers so appropriate clothing is necessary.

During the summer months we insist each child wears a sun hat and we ask parents/carers to provide sun-cream for safe play outdoors. Parents/ carers are asked to supply sun-cream particularly if your child has sensitive skin.

All children take part in an Oral Health programme of tooth-brushing. Permission is sought each year from parents/carers for this.

Partnership with parents/ carers

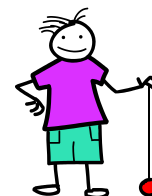
We have an active Parent/ Staff Committee which helps with nursery organisation, evaluation and development of partnership projects such as our Lending Library. Several parents/ carers help review material on an individual basis or to organise fund-raising activities. We have an Eco Group who discuss and plan ideas for outdoor areas



Infection Control policy & procedures

All staff wear disposable plastic gloves to ensure no cross-infection occurs while changing a baby/child during nappy-changing, toileting, if bleeding from an accident or if child is sick or has diarrhoea. Children and adults are encouraged to wash hands thoroughly; particularly before eating/ preparing food, after using the toilet/ changing and after play outdoors. Details of our policy can be found in the policy folder.

At particular times of general concern about health or sharing of germs (i.e. Swine Flu) disposal of tissues and our hand-washing procedures are reinforced to adults and children through visual information for adults and reminders through discussion and curriculum activities for children. As part of the Curriculum for Excellence we have a continuous programme for delivering **Health and Well-being** issues to the children. Activities focusing on healthy eating, safety issues, hygiene and benefits of physical activity indoors and out are planned. **The nursery takes advice from “Infection Prevention & Control in Childcare Settings”** issued by the Education Department.



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, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio.

Emergency Contacts

Parents/ carers are asked to provide the names and telephone numbers of responsible adults who can be contacted in the event of an emergency. If management or staff are unable to contact the parent/carer it is important that we can reach someone your child knows or who can get in touch with you. It would be helpful to us if you keep in mind that it is important that these contacts stay locally or have transport so that they can reach us in good time in an emergency situation.

In the event of a minor accident your child's key worker or First Aider (Pauline Goudie) will administer first aid. If we believe any child needs further attention, the parent/carer is contacted and the child taken to The Royal Hospital for Sick Children. All accidents are recorded in the Council Accident Book which parents/ carers will be asked to read and sign. Minor incidents are also recorded in a folder left in each room. If a child receives an injury to the head parents/ carers are informed and a Head Injury form is signed by member of staff, manager and parent.

Dealing with Racial Harassment

The Race Relations Act of 1976 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.

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.

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). In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.

Fire Procedures

Fire doors, procedures and evacuation routes are clearly marked through out the building. Fire-drills (announced and unannounced) are carried out each term both morning and afternoon. The fire alarm is tested by the Janitor every Friday at 12 noon. The fire alarm is a loud bell sound which can be heard in all parts of the nursery. Please take a look at the information on evacuation to familiarise yourself and follow any guidance given by staff in the event of hearing the alarm sound.

Adult safety and well-being

We are guided by policies from Glasgow City council on how to deal with anti-social or violent behaviour and we record any incidents in a Register. Staff in the nursery work hard to maintain good working relationships with parents/ carers and maintain a supportive and professional role at all times. However, we believe that, like other staff interacting with the general public, staff at Thirlstane have the right to work in a safe, secure and non-threatening atmosphere. No verbal or physical abuse will be tolerated.

Security

The nursery has a main door controlled by a security entry monitor system. Buzzers are located in the office and large playroom. We must ask parent/carers to be **patient** and allow a little time after pressing the buzzer for the door to be opened. If there is no-one in the office it will be staff working with your children in the playroom operating the buzzer. It is important that children are discouraged from pushing the small side door open as this means the door will not be secure. We try to encourage the children to understand that only adults should open the front door.

PLEASE ENSURE THAT ALL GATES ARE CLOSED SECURELY WHEN ENTERING AND LEAVING NURSERY.

Parents/carers are asked to sign children in and out of the building. The folder is located in the main entrance. This is also a Fire Register for safe evacuation from the building in the event of an emergency. Please pass this on to anyone authorised to bring/ collect your child. Only a named person will be allowed to collect a child from the nursery. **It is essential** that parents/carers inform the child's key worker or management if someone different is collecting their child. Management and staff will check with parent/ carer by phone if there is any doubt at all about the person collecting – this is to ensure the safety of children in our care. Continual updates of adults who are authorised by parents/ carers to collect their children from nursery will be requested and if suitable a photograph may be used to emphasise any adult who should under no circumstances collect a child.

Mobile phone use is not permitted in any playroom or general public area where children may be around i.e. cloakroom.

Birthdays

Are celebrated in nursery with parents providing suitably soft fruits such as melon or bananas for birthday candles instead of a sweet cake. Suggested healthy alternatives to sweets include raisins, grapes, spreading cheese on crackers, plain crisps, breadsticks, strawberries or other popular fruit. Each child will be able to have a party with their group friends in the playroom or parent's room using special party plates, bowls, streamers, etc and a small gift and card are presented by staff. Please speak to your child's key worker to arrange his/ her party details.

Photographs

Parents/ carers are asked to give their permission for photographs to be taken and used for a variety of purposes in the nursery. Photos of children during activities, events, outings or general play inside and outside nursery are displayed on corridor walls as part of our planning system and are also used in the children's Learning Journey folders (kept in each playroom and available for children and parents to see and add to at any time) to record development and progress over the period of attendance at nursery (from baby room to transition to primary school)

If, on occasion, photos are to be used by an outside agency for publicity purposes a signature from parent/ carer is sought to give permission.

Lone Parent? Two Parent? No Job? New Job? Want to learn?

We can help! – Contact Eileen Freel Depute

If you are interested in building your confidence, learning something new, returning to work or education, or changing your career path, we can help.

Together with Jobcentre Plus, One Parent Families Scotland and Glasgow West Regeneration Agency we offer support and guidance on how to access various opportunities which could change your life!

Nursery Toy Fund Contribution

Funding is made available from Glasgow City Council to meet the basic requirements of running the nursery. However the nursery depends on parents' generosity to provide small gifts for children at birthday times and Christmas. Your donations also supply specific pieces equipment for rooms, local outings and much more. These extra resources help to make each child's time at nursery enjoyable and interesting. We also hold fund raising events such as sponsored walk, raffles etc. We appreciate any support you are able to offer and welcome suggestions. Toy Fund can really make a tremendous difference to what we are able to provide for your child.

- A bag will be available at your child's peg for your toy fund donation.
- Put weekly donation into bag.

Post bag in peg bag in playroom.

Administration of Medicine

Glasgow's Early Years establishments have Dental health check-up and Vision Screening visits for children each year – notices are displayed in the front entrance to remind date and time and an information letter is sent home to parents/carers prior to the date.

If your child has been prescribed medicine by the GP you will be required to complete a consent form to record the important details about the medicine (including dosage and time last dose given at home). The form can be obtained from staff or office. Each time medicine is administered staff record and sign a record sheet.

The nursery also operates a policy for guidance for parents when children are unwell (this policy is displayed around the nursery for your information):



Gastro Intestinal Upset

Sickness and diarrhoea

Child must remain off nursery for 48 hours **after** symptoms have resolved (stopped)

Conjunctivitis

Treatment must be sought from GP and child should return to nursery 24 hours **after** treatment has begun.

Throat and chest infection

Advice and antibiotic should be sought from GP and child should return to nursery 24 hours **after** antibiotic has started.

Ear infection

GP often will give individual advice for this condition (depending if ear condition is caused by grommet or other medical / health reason) however, if green discharge is present in ears this generally indicates infection and child must attend GP for guidance and seek appropriate treatment. Parents/ carers should bear in mind that sore ears can have a huge impact on how a child reacts to play around them and often causes great distress.

Temperature

Advice would be for child to remain off nursery and visit GP/ contact NHS 24 for advice.

Impetigo

Child should remain off nursery until all skin has healed i.e. dried up. Parent/ carer should seek medical advice

Infectious diseases:

Measles

Child should remain off nursery for 7 days (from appearance of rash)

Mumps

Child should remain off nursery until clinical recovery but at least 5 days from start of symptoms

German Measles (Rubella)

Child should remain off nursery for 4 days from start of rash

Chicken Pox

Child usually off nursery for 5 – 10 days from start of rash or until all vesicles have dried up.



The above is guidance from NHS only – it is advisable for parents/ carers to check with child/ family GP for individual guidance

Planning

The nursery has a key worker policy in operation, which means each member of staff has responsibility for a specific group of children. Staff plan weekly for the individual needs of the children. These plans are based on observation and assessment of each child. Staff speak with children, particularly in the 3-5s room, to find out interests and what they know about the particular subject/ activity. They then use this information during their meeting. Children's comments are often shown in a 'mind-map' form to make it easy for children to see that the staff are listening to, and writing down, their ideas. The staff then compile a short-term plan which runs for approximately a month; combining interests from the children and skill opportunities which staff know they need to provide for development. The plan is evaluated at the end. Plans are displayed in the hall for parents/ carers to see along with photos of children taking part in activities and pieces of work created by the children.

Establishment Improvement Plan

This guides our overall nursery developments and runs on a 3 year cycle. Focuses or topics for this plan will generally come from obvious areas needing work, areas of weakness highlighted by our monitoring programme, concerns or suggestions from stakeholders and from national and local directives or initiatives for education.

Staff discuss and decide actions towards improvement. Results of these Improvement Plans are incorporated into the establishment Standards and Quality Report which is completed each year and displayed for parents to read.

Outdoor Play

In our outdoor area and learning opportunities particularly children are offered the chance to explore materials and equipment which is a combination of man-made and natural materials.

They can combine resources creatively and imaginatively for their games and can learn to use space effectively. They work in small groups or pairs often which allows them to cooperate, plan, negotiate and communicate effectively with both other children and adults.

We would value your contributions to this project; ideas, comments, viewpoints to help us progress. We fully appreciate that parents and carers have legitimate anxieties about safety and care around challenging activities and would take this opportunity to reassure you that prior to any indoor or outdoor activity taking place, and during the use of equipment, staff carry out safety checks and Risk Assessment paperwork is completed by the Management team.

We would encourage any parent/ carer to express concerns or ask questions to enable discussion to take place. We are confident that this extension and enhancement, which is widely pronounced by all Local Authorities as **Good Practice**, can be positively focussed on as a partnership project with all parents/ carers and in collaboration with our active Parent's Group.

Establishment achievements/ awards

Gold Enterprise Award
Health Promoting School Accreditation
Green Flag Awarded 2013
Smile Too Nursery

Suggestions and complaints procedure

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service please contact the Head of Establishment in the first instance. Similarly, if you have a complaint regarding any aspect of the service you should contact the head of establishment. Alternatively parents/ carers can also contact the Education Service Liaison Unit who will adopt a neutral stance on any matter. They will attempt to give a full written response to any complaint within 10 working days. Full details of this procedure can be found displayed on the wall at the front entrance of the nursery.

Parents/ carers can also contact the Education Department on 287 2000 (main reception) or by writing to:

**Customer Liaison Unit
Education Services
Glasgow City Council
City Chambers East Building
40 John St
Glasgow G1 1JL**

Customer Liaison Unit 0141 287 5384

Email: education@glasgow.gov.uk

Online Forms are available from the council website (www.glasgow.gov.uk)

Alternatively parents/ carers can make a complaint or voice a concern to the **Care Inspectorate** who regularly inspect Local Authority Childcare establishments.

Headquarters: Care Inspectorate
Compass House
11 Riverside Drive
Dundee DD1 4NY

Paisley Office: Care Inspectorate
4th Floor
No1 Smithhills St
Paisley PA1 1EB

Tel No: 0845 600 9527

Email: enquiries@careinspectorate.com

Tel No: 0141 843 6840

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:

- a) before the commencement or during the course of the establishment year in question;
- b) in relation to subsequent establishment years.