

ST. CLARES DAY NURSERY



Establishment Handbook

2018 - 2019



Establishment Name:

ST CLARES DAY NURSERY

ADDRESS:

22, DRUMLANRIG AVENUE

EASTERHOUSE

GLASGOW

G34 OJD

Email: Headteacher@stclares-nursery.glasgow.sch.uk

Facebook page: St Clare's Day Nursery

TELEPHONE NO: 0141 771 3512



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St Clare's Vision

- Equality and fairness and family learning are at the centre of the establishment ethos. Through strong partnership with parents, carers and partner agencies there is a safe, secure and happy environment for children and families.
- Children and families are encouraged to share their thoughts and feelings. Their contributions are sought and valued and influence the planning and work of the centre.

All children are encouraged to be successful learners who individually meet their full potential. They are confident, responsible young citizens and are learning how to be effective contributors to the society they operate in.

High quality education is delivered driven by establishment, local and national priorities. Staff are experienced, motivated and highly committed to continuous professional development.

We aim to:

Promote a positive ethos
Promote equality and fairness
Raise achievement of all learners
Work in partnership with parents
Support children in reaching their full potential

SECTION TWO: GENERAL INFORMATION

NAMES AND JOB TITLES OF OUR STAFF MEMBERS

Below is a list of staff at the nursery and details of our regular opening hours. Please ask the establishment head for information about these dates.



HEAD OF ESTABLISHMENT: STAFF	THERESA GRAHAM JOB TITLE
Ann McIntyre	Depute
Kirsty McArthur	Child Development Team Leader
Stephanie Sheridan	Lead Practitioner of Attainment
Elaine Duke	Child Development Officer
Yvonne Croly	Child Development Officer
Pamela Liddle	Child Development Officer
Evelyn Fairlie	Child Development Officer
Michele Kerrigan	Child Development Officer
Diane Finnieston	Child Development Officer
Tracy Crawford	Child Development Officer
Geraldine Devine	Child Development Officer
Margaret Silkowski	Child Development Officer
Jacqueline Murray	Child development Officer (Temp)
Stacey McCreddie	Child Development Officer
Sarah Campbell	Child Development Officer
Danielle Murray	Child Development Officer
LesleyAnne Fox	Child Development Officer
Colette Traynor	Child Development Officer
Lisa McNairn	Child Development Officer
June Bryce	Clerical Assistant
Geraldine Cassidy	Day Cleaner
James Campbell Hood	Janitor

HOURS OF OPENING



Our hours of operation are 8am-5.30pm with opening hours reflecting the need of the majority of users. Details of holidays and training days specific to this year will be available soon (where appropriate).

Please ask the establishment head for information about these dates

LENGTH OF YEAR INCLUDING DETAILS OF HOLIDAYS

The nursery is a 52 week establishment with the exception of Public Holidays and In Service days.

PUBLIC HOLIDAYS:-

MONDAY	17 th	JULY	2019
FRIDAY	21 st	SEPTEMBER	2018
MONDAY	24 th	SEPTEMBER	2018

CHRISTMAS HOLIDAYS

MONDAY 24th DECEMBER 2017 to THURSDAY 3rd JANUARY 2019 (inclusive)

Please note children who attend Term Time will finish on Thursday 20th December 2018 and return on Monday 7th January 2019

EASTER/SPRING HOLIDAYS

FRIDAY 19th APRIL 2019 (Term Time children -Monday 1st April to Friday 12th April) (inclusive)

MONDAY 22nd APRIL 2019

PUBLIC HOLIDAYS

MONDAY	6 th	MAY 2019
FRIDAY	24 th	MAY 2019
MONDAY	27 th	MAY 2019

Mid Term (Term Time children - Monday 15th October to Friday 12th) inclusive 2018

Second Mid Term (Term Time children - Monday 11th Tuesday 12th February 2019

IN-SERVICE TRAINING

MONDAY	13 th	AUGUST 2018
TUESDAY	14 th	AUGUST 2018
WEDNESDAY	13 th	FEBRUARY 2019
TUESDAY	7 th	MAY 2019

Please note (Term Time Children will stop on FRIDAY 28th June 2019 AT 1pm)



ADMISSIONS POLICY

All nursery places are allocated in line with the Council's admissions policy and management will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is also available from all establishments.

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

The panel will consist of all heads of pre-five establishments in the area, a representative from divisional offices and representatives from partner agencies involved in supporting children and their family's e.g. Social Work Department, Health.

AGE RANGE OF CHILDREN IN THE ESTABLISHMENT

We cater for children from approximately 6 months - 5 years

NUMBERS OF CHILDREN AT EACH DAILY SESSION AND PATTERNS OF ATTENDANCE

The nursery offers part time and full time placements.
We cater for 76 children F.T.E

SUITABLE CLOTHING

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes. Please also make sure that your child has suitable outdoor clothing in case of outdoor play or a trip is planned.

Also we would ask you if at all possible not to dress your child in football colours and it is very important that your child always has a spare change of clothing. We do not carry a supply of spare clothing on site

REGISTER OF APPLICANTS

A register of all applicants will be kept by the head of establishment and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the head of establishment.

ENROLMENT FORM



When an admission date is decided for your child we would normally ask you to "set aside" 3-5 days of the first week. This is to allow you and your child to be introduced into the nursery slowly and comfortably.

During this first week the hours he/she spends at the nursery are gradually increased and usually by the end of the week he/she is able to be left for his full time. This is a very important time for your child.

ATTENDANCE

If your child is not going to attend nursery for whatever reason could you please inform staff as soon as possible.

ARRIVAL AND COLLECTION OF CHILDREN

It is expected that a responsible adult will bring a child to and from the nursery. In the interests of your child's safety you should make a point of telling the head of establishment if he or she is to be collected by someone not known to the head of establishment or staff members.

This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

INSURANCE

Sometimes children like to bring something special or new to the nursery for their friends to see. However parents should ensure that valuable items are not left at nursery, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

EXCURSIONS AND CONSENT FORM

When outings or excursions for children are planned, the head of establishment or member of staff will advise you in advance. You will be asked to complete consent forms which give your 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. Parents must also provide a hat and sun cream for their children.



TRANSPORT

Transport is not normally provided for children attending pre-five establishments. The council may, however, provide transport to and from the nursery for children with additional support needs who may require to travel some distance to take up their placement. A few establishments have their own travel arrangements.

EMERGENCY CLOSURE ARRANGEMENTS

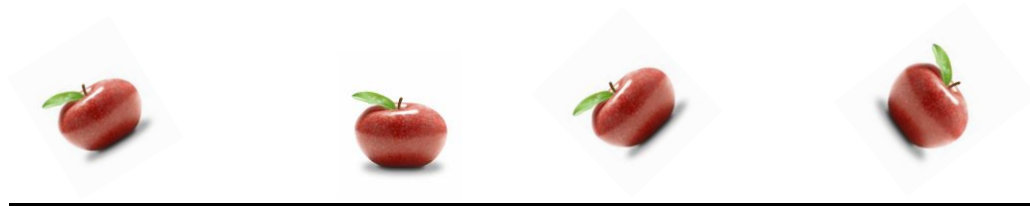
We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, and temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall 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 centre's, announcements in local places of worship and announcements in the press and on local radio.

EMERGENCY CONTACTS

Parents whose children are in the nursery are asked to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency.

You are also asked to keep the nursery up-to-date with any changes in this information.

SNACKS AND THE PROMOTION OF HEALTHY EATING



The children are offered a snack mid morning or mid afternoon usually consisting of toast/biscuit, milk, juice or water and fresh fruit. Fresh drinking water is available to children throughout the day. Lunch is supplied by Cordia and is governed by Healthy Eating guidelines for primary schools.

NO SMOKING POLICY

The nursery is a no smoking unit; smoking is not permitted in the grounds in line with Glasgow City Council policy

CARS/TRANSPORT

Please note that there are designated spaces for accessibility parking and we respectfully ask that you honour these.

SECTION THREE: MEDICAL INFORMATION



MEDICATION

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the head of the nursery. Prescribed drugs will be given at the discretion of the head of the nursery and you will need to fill in a form which authorizes nursery staff to administer the drugs to your child. The head of the establishment will give you the necessary form to complete. We require all medication to be prescribed and issued with a spoon for correct dosage.

If your child suffers from asthma you must tell the head of the nursery if there are any activities of specific circumstances which are likely to bring on an attack.

If your child suffers from epileptic attacks you must tell the head of the nursery what emergency treatment to give.

Any known condition must be disclosed to staff before admission.

IF YOUR CHILD BECOMES ILL

The establishment would welcome a telephone call if your child is not able to attend nursery on a particular day.

If your child takes ill or an accident occurs at nursery we make every effort to get in touch with parents or emergency contacts. Therefore, it is important that we have the **CORRECT INFORMATION** regarding **EMERGENCY CONTACTS**.

MINOR ACCIDENTS AND UPSETS

Whilst reassuring and comforting your child, if necessary we will contact yourself.

Parents are asked to inform us immediately of changes to addresses, telephone numbers, emergency contacts and medical conditions as we require keeping accurate records if we are to provide the best care for your child in an emergency

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SECTION FOUR: THE NURSERY CURRICULUM



WHAT IS A CURRICULUM?

It could be said that the whole of young children's experiences, everything they say, do, feel, see, make up a curriculum for those children.

At the heart of this curriculum is:

**CHILDREN MAKING SENSE OF THE WORLD AROUND THEM by
EXPLORATION and INVESTIGATION IN A RICH ENVIROMENT**

OUR AIMS

With a balance between child led and adult led activities we aim to develop children's ability to use their initiative and make decisions about what they will do and how they will do it.

To develop children's self discipline and the ability to identify personal goals and complete self chosen tasks.

To develop children's ability to work with other children and adults so that work done is a result of group planning, co-operative effort and shared leadership.

ASSESSMENT

The staff at the nursery know the children in their own group very well, but they will never know them as well as you, the parent. That is why we stress how valuable it is for you to be involved when completing our transition records.

Parents are fully involved in meetings with staff and support agencies. Parents are fully informed and consulted in advance concerning the programmes used to assist the child's progress appropriate to the child's ability.

All Educational Establishments now implement fully the Curriculum for Excellence

The Curriculum for Excellence is delivered in the 3-5 room which enabling our children to become:

Confident Individuals
Successful Learners
Responsible Citizens
Effective Contributors

For our younger children we use Pre- Birth to Three

- ❖ Curiosity
- ❖ Literacy
- ❖ Health and Wellbeing Movement and Coordination
- ❖ Health and Wellbeing Emotional, Personal and Social
- ❖ Numeracy and Mathematics

While the list below is not exhaustive these are the main documents and guidance we use:

- Curriculum for Excellence
- ❖ Pre Birth to Three
- ❖ How Good is Our Early Learning and Childcare
- ❖ Assessment and recording(Curriculum for Excellence 5)
- ❖ National and Local Guidance
- ❖ Building the Ambition
- ❖ Getting it Right for Every Child
- ❖ Five to Thrive
- ❖ Space to Grow
- ❖ Our Creative Journey
- ❖ My World Outdoors
- ❖ Health and Social Care Standards

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



SUPPORTING CHILDREN WITH DIFFICULTIES

If your child is experiencing any difficulties developmentally i.e. speech, we have various agencies we work in partnership with to support our children and families and this can be discussed during admission

Sometimes though a particular difficulty does not become apparent until the child is in the nursery setting. Parents are fully involved at all stages.

As children grow, they learn more and their understanding and concentration grows, perhaps when you see your child with other children of his/her own age you may feel that he is not progressing as he/she should, or may seem to be progressing at a greater speed than average; this needs the same input from yourself and staff.

HOW DO WE SUPPORT YOUR CHILD'S NEEDS

At St Clare's we are fortunate enough to have a nurture provision. This is where children can receive additional support if required.

This support is offered for children who may be experiencing difficulties with their emotions within a busy playroom environment.

WORKING TOGETHER TO SUPPORT LEARNING

Any anxieties you have no matter how small you think they are can be talked over with the keyworker. Likewise if any of the staff notice anything that they feel requires special attention you will be the first person to be notified.

Parents and staff are partners in helping children learn and develop.

THE NAMED PERSON

GIRFEC - 'Getting It Right For Every Child'. Part of the Children and Young People Act (Scotland) 2014. This 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.

LOCHEND LEARNING COMMUNITY

The nursery is a member of the Lochend Learning Community whose focus is on lifelong learning with particular emphasis on children from starting nursery to leaving secondary school. The aim of the Community is to work with parents/carers to support and encourage children to develop their skills and view education as a positive and valuable experience.

All these enable our children to take forward a Curriculum for Excellence where citizenship and ownership are the driving tools.

Information about the Community will be available in the Newsletter.

DATA PROTECTION LAW 2018

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 the Data Protection Law 2018 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the establishment.

THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: The Scottish Government and its agencies; Scottish Parliament; local authorities; NHS Scotland; universities and further education colleges; and the police.

Public authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- The reasons for decisions made by it.

The legal right of access includes all types of "*recorded*" information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Further information is provided on the Glasgow City Council web-site:

www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres

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.

SECTION FIVE:

PARENTAL PARTNERSHIP

OUR AIMS

Through partnership with parents and staff we aim to develop self-esteem. By providing a balanced curriculum in a safe, stimulating environment, your child can develop as an individual at his/her pace. Through working in partnership with parents, together we are helping your child to learn and develop.

WORKING WITH YOU

Not only are you the main educator of your child, but you are the first educator. We will never know your child as well as you; therefore it is vital that we work together. Through partnership with parents and staff we will also be working together through the nursery's Improvement Plan in order to provide a maximum service for your child.

WORKING TOGETHER TO PROMOTE POSITIVE BEHAVIOUR

Through parents and staff working together we aim to develop your child's self awareness and social skills through a well balanced programme in an environment which is safe and secure.

We also like to promote an atmosphere where parents are very welcome to approach staff with any problems or even ideas to promote positive behavior in stimulating surroundings where children, staff and parents can work in harmony to promote positive behavior.

FUNDRAISING

We organize fund raising events throughout the year, in which we would be grateful for your support for example a sponsored event, Bingo evening/afternoon. All monies raised contribute to treats and special events for the children i.e. birthdays, parties, outings etc.

TOY FUND

We ask that parents contribute £1.50 per week this goes towards our toy fund, this enables 'running' celebrations (birthday, local outings etc) to be funded.

SECTION SIX: THE WIDER COMMUNITY

THE ESTABLISHMENT AND THE COMMUNITY

The nursery is positioned within the Oakwood Campus of Oakwood Primary School on Drumlanrig Avenue Easterhouse.

SERVICES WITHIN THE COMMUNITY

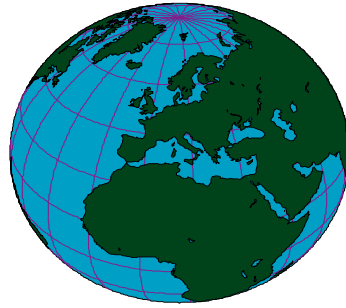
Health Centre	-	531 8100
Sports Centre	-	771 1963
Social Work Dept	-	276-3400
Bridge Complex	-	0141 276 9696 incorporating swimming and library

LINK UP GROUPS

The Greater Easterhouse Initiative will provide information of other local groups in the area

LINKS WITH PRIMARY SCHOOLS

We liaise with all feeder primary schools in the area in particular Oakwood Primary. Often the primary one teacher visits the children at nursery prior to transfer to school we also support induction days set out by school.



SECTION SEVEN: OTHER INFORMATION

SUGGESTIONS AND COMPLAINTS

Education Services provide the opportunity to comment, make suggestions, or complain about the service received. This enables us to make continuous improvements to meet your needs and expectations

Please contact the head of the establishment in the first instance. Similarly, if you have a complaint about any aspect of the service you should also contact the establishment head. If you feel your complaint has not been satisfactorily resolved please contact:

Our **Customer Liaison Unit** welcomes your views as our customers and will continue to ensure that we remain accountable, accessible and open:

Phone: 0141 287 0900

On-line: Complete your feedback by using the **On-line form** at www.glasgow.gov.uk/ContactUs

Post: Download the  **Comments Compliments Complaints leaflet [157kb]** (157k) to complete the feedback form by hand

Customer Care Team
Chief Executives Office
Glasgow City Council
G2 9RZ

Phone: 0141 287 0900

CARE INSPECTORATE

If dissatisfied with the standard of care offered by these services then you can complain to the Care Inspectorate as well as making a complaint to us.

The Care Inspectorate

Compass House
11 Riverside Drive
Dundee
DD1 4NY

Tel: 0345 600 9527

USEFUL ADDRESSES

You may wish to be aware of the following names, addresses and telephone numbers.

Executive Director of Education
Maureen McKenna

Early Years' Service Team
40, John Street
Glasgow
G1 1JL

Tel No: 0141 287 7355

PLEASE NOTE

Although the information in this handbook is correct at the time of printing there could be changes affecting 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 the establishment will tell you of any important changes to the information.

Privacy Statement for Inclusion in School Handbooks/Websites

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 (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 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 leaflet:

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=41222&p=0>