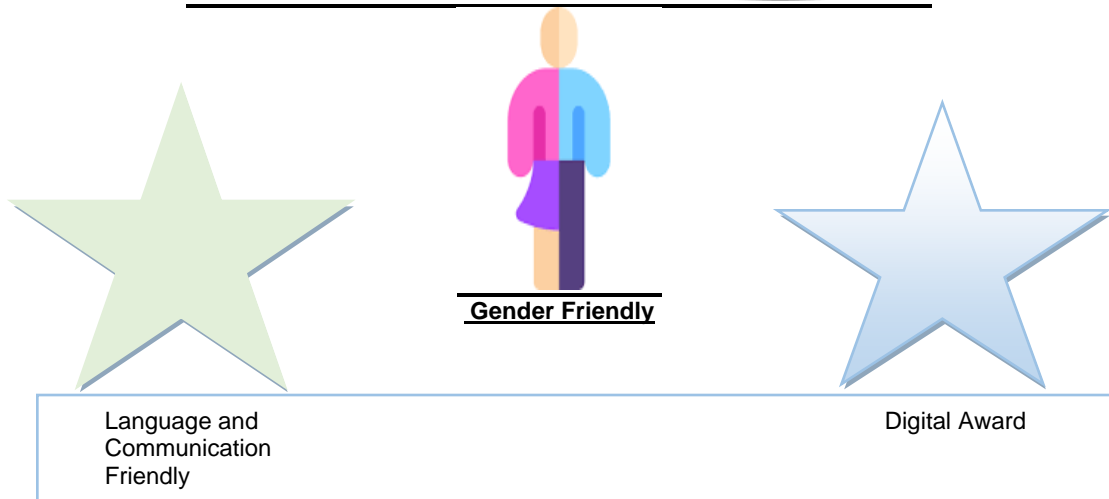


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Castlemilk Family Learning Centre



Language and
Communication
Friendly

Digital Award

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Our Vision

Within Castlemilk Family Learning Centre, we believe that every child is special with individual needs and will work together with parents/carers and other agencies as a team to provide a welcome, happy, safe and stimulating environment where all are encouraged to meet their full potential.

Establishment Aims

In our establishment we aim to offer the highest quality service.

- Provide a welcoming, safe and secure environment for all stakeholders.
- Provide a range of opportunities for children and their families to learn and develop together in a rich and stimulating environment.
- Meet the needs of individual children by using assessment, observation and planning effectively.
- Promote an ethos of success by celebrating staff, children and family's achievements.
- Embrace Curriculum for Excellence and Realising the Ambition: Being Me to enable all children to become successful learners, confident individuals, responsible citizens and effective contributors to support them on their journey for life long learning.
- Maintain our existing strong links within the local community and continue to work in partnership with other agencies.
- During September-December 2024 we are evaluating and recreating our Vision, Values and Aims.

Castlemilk Family Learning Centre

I would like to welcome you to Castlemilk Family Learning Centre and hope you find the information in our handbook useful. We hope that this will answer any questions you may have and give you a snapshot of our service.

Within our centre we aim to work closely with all our families and we value parents/carers views or suggestions.

We are an integral part of the local community and engage in many local initiatives.

Stephanie Glen Acting Head of Centre headteacher@castlemilk-nursery.glasgow.sch.uk

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Staff

Senior Leadership Team	
Stephanie Glen	Acting Head of Centre
Hayley Clark	Depute Head of Centre
Kelly Sloan	Team Leader
Vikki Stevens	Team Leader (part time, temporary)
Clerical Team	
Helen Dennis	Clerical Officer (Monday-Wednesday)
Jacqueline O'Neil	Clerical Officer (Wednesday-Friday)
Birth-2 years Tiny Bubbles Room	
Brenda McGinley	CDO term time
Vikki Stevens	CDO 50 weeks, part time
Carlie Curtis	CDO 50 weeks (temporary)
Louise Harris	CDO 50 weeks (temporary)
Lisa McCloskey	CDO, part time, term time
Lynne Sweet	CDO, part time 50 weeks
Julie Bell	CDO 50 weeks-currently absent
2 - 3 years Toddler Room	
Anne Geddes	CDO 50 weeks
Johan Crampsie	CDO 50 weeks
Paige Stewart	CDO 50 weeks
Maureen Henderson	CDO 50 weeks
Louise Robertson	SFLW 50 weeks
Alix Drum	Modern Apprentice
Amber Gebbie	Graduate Apprentice
3 – 5 years Young Child Room	
Tricia Viola	CDO 50 weeks
Angela Snell	CDO 50 weeks
Lisa McMullen	CDO 50 weeks
Joanne McLean	CDO 50 weeks
Karen Kirke	CDO 50 weeks
Joanna Waugh	CDO part time, 50 weeks
Nicola Galgani	CDO part time, term time
Christine Dalgleish	CDO part time, 50 weeks
Lorraine Tannock	SFLW, term time
Michelle Mulholland	SFLW, 50 weeks
Jaclyn McManus	Graduate Apprentice
Support Staff	
Isabel Coyne	Facility Officer
Janey Gavigan	Lunch Support
Charlene Nicoll	Day Cleaner
Susan Simpson	Evening Cleaner

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General Information

<u>Opening Times</u>	<u>Address</u>																
<p>The Nursery opening hours are:</p> <p>8.00am - 6.00pm (4pm in birth-2)</p> <p>The session times are:</p> <p>Morning: 8.00am – 1.00pm</p> <p>Afternoon: 1.00pm – 5.45pm</p> <p>Fulltime: 8.00am – 5.45pm</p>	<p>Castlemilk Family Learning Centre 20 Ardencraig Road Castlemilk Glasgow G45 0VV</p> <p>Tel No: 0141-634-2007</p>																
<p><u>Admission Policy</u></p> <p>All nursery places are allocated in line with the Council's Admission Policy.</p> <p>The Admission Panel will meet 3 times a year. The Panel consists of the Heads of Centres from the local nurseries in the area as well as Representatives from other agencies such as Health Visitors.</p> <p>A leaflet outlining the Council's policy for admissions is available on request.</p> <p>The centre is registered to take:</p> <p>12 children 0-2yrs</p> <p>25 children 2-3yrs</p> <p>32 children 3-5yrs</p> <p>In various patterns of attendance</p>	<p><u>Nursery Charges</u></p> <p>Charges for 2024-2025 sessions are as follows:</p> <table><tr><td>Hourly Rate</td><td>£3.00 per hour</td></tr><tr><td>Low Income Rate</td><td>£1.00 per hour</td></tr><tr><td>College/University</td><td>£4.00 per hour</td></tr><tr><td>2 children at nursery</td><td>£3.00 per hour (1st child)</td></tr><tr><td></td><td>£2.20 per hour (2nd child)</td></tr><tr><td>3 children at nursery</td><td>£1.70 per hour (3rd child)</td></tr></table> <p><i>Children from out with Glasgow £4.00 per hour</i></p> <table><tr><td>Lunch</td><td>£1.52</td></tr><tr><td>Snacks</td><td>£0.26 per snack</td></tr></table> <p>Children who are 3 years of age and over are provided with 1140 hours per year.</p> <p>Children who are 2 years of age can also qualify for 1140 hours per year free if parents are on certain benefits.</p> <p>Charges and methods of payment will be explained to you when you are offered a place for your child.</p>	Hourly Rate	£3.00 per hour	Low Income Rate	£1.00 per hour	College/University	£4.00 per hour	2 children at nursery	£3.00 per hour (1 st child)		£2.20 per hour (2 nd child)	3 children at nursery	£1.70 per hour (3 rd child)	Lunch	£1.52	Snacks	£0.26 per snack
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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 waiting list will not affect the child's priority for admission. Children may be put on the waiting list at any age by completing the appropriate application form.

Parent/carers can ask to see their application form at any time. If circumstances change which affect the application please speak to the Head of Establishment.

When a place becomes available notification will be sent out with a home visit date.

Attendance

Regular attendance at nursery is important as children may miss out on certain experiences if they have frequent absences.

**The nursery is open every weekday except Public Holidays and staff In-Service Training Days.**

Dates in **bold** are for term time children and staff only.

Term**August 2024 - June 2025****August**

Monday, August 12, 2024 (Return date for teachers & in-service day)

Tuesday, August 13, 2024 (In-service day)

Wednesday, August 14, 2024 (Return date for pupils)

September

Friday, September 27, and Monday, September 30 2024 (September weekend holiday)

October

Friday, October 11 2024 (In-service day)

Monday, 14 to Friday, October 18 2024 (October Week)

December - Christmas and New Year

close at 2.30 pm on Friday, December 20, 2024

Monday, December 23, 2024

January 2025

Reopen Friday January 3 2025 (Christmas holidays)

Re open on Monday, January 6 2025

February mid-term break

Monday, February 17 2025

Tuesday, February 18 2025

Wednesday, February 19 2025 (In-service day)

April - Spring Holiday (Easter)

close at 2.30pm on Friday, April 4, 2025

Monday, April 7 - Monday, April 21 2025 (Spring break)

Re open on Tuesday, April 22 2025

May

Monday, May 5, 2025 (May Holiday)

Thursday, May 22 2025 (In-service day)

Friday, May 23, 2025 and Monday, May 26 2025 (May weekend)

June

Close at 1pm on Wednesday, June 25, 2025



How we promote Learning

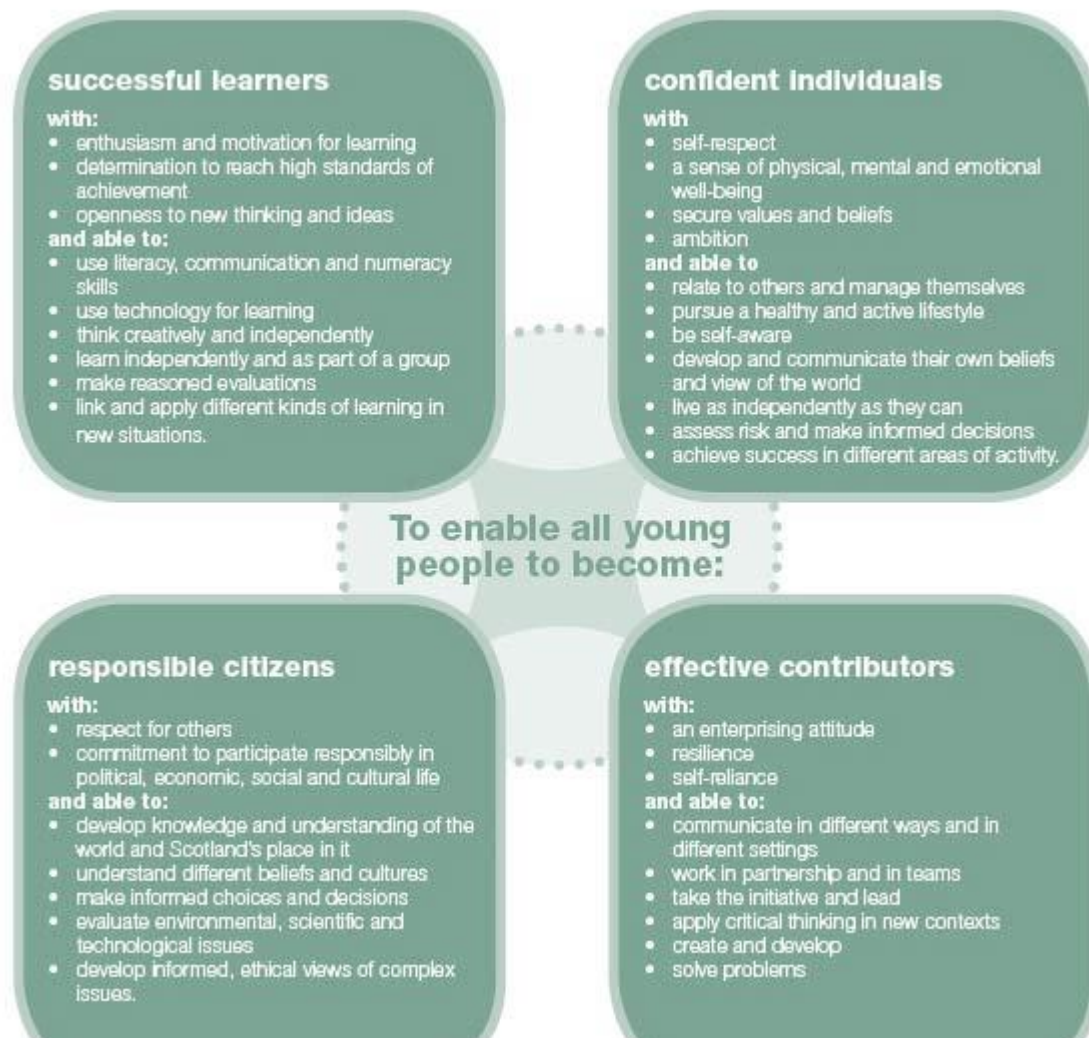
Throughout the nursery we value play as the best way for your child to learn, develop and reach their full potential.

In the nursery the children are offered many opportunities to explore experiment and research their surroundings which will help them become curious, ambitious and enthusiastic learners.

We plan using Education Scotland's Realising the Ambition; Being Me 0-8 and Curriculum for Excellence 3-18 documentation alongside Education Scotland's Milestones which support additional support needs.

"Children learn by doing, thinking, exploring, through high quality interactions, interventions and relationships, founded on children's interests and abilities across a variety of contexts. All combining to building the four capacities for each child"

Scottish Executive 2007

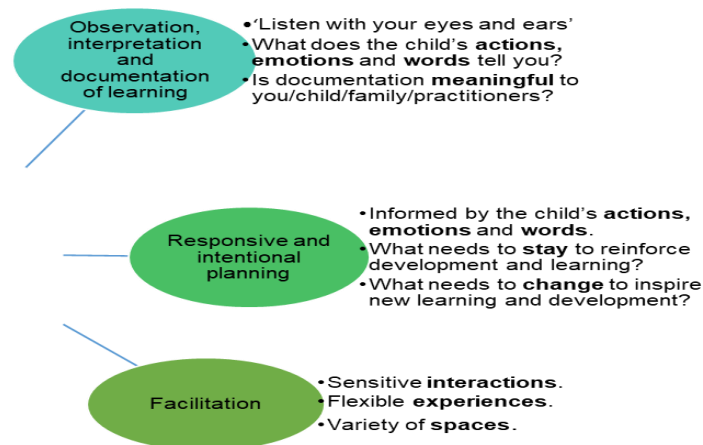


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The nursery is non-denominational. We respect and welcome children and parents of all religions, faith and beliefs.

Our equal opportunities policy

All pre-five services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both **Pedagogy in Practice Cycle- Education Scotland's Realising the Ambition; Being Me**



Planning

All children access the curriculum through active learning and purposeful play. We follow the Scottish Executive's Curriculum for Excellence 3-18 and Education Scotland's Realising the Ambition; Being Me 0-8; these place the child firmly at the centre of learning.

Staff provide many learning opportunities both indoors and out and make full use of our local facilities within our community to support children's learning.

Staff consult with the children on a daily basis to find out what they would like to learn about and to explore ways of developing children's personal interests. Staff discuss experiences and outcomes that will support the children's learning through a variety of topics that the children have noted interest in.

We involve parent/carers in their children's learning journey through Seesaw and Home Links. Staff record children's work and their comments using the seesaw online learning journals, learning walls within the playrooms demonstrate the learning and skills they have achieved.

Within the playroom we have a wall of achievement that celebrates children's success this will help the children develop into successful learners, confident individuals, responsible citizens and effective contributors.

Assessment

Assessment is an on-going process; staff continually observe the children in a wide range of situations by looking at what they say, do and demonstrate through play.

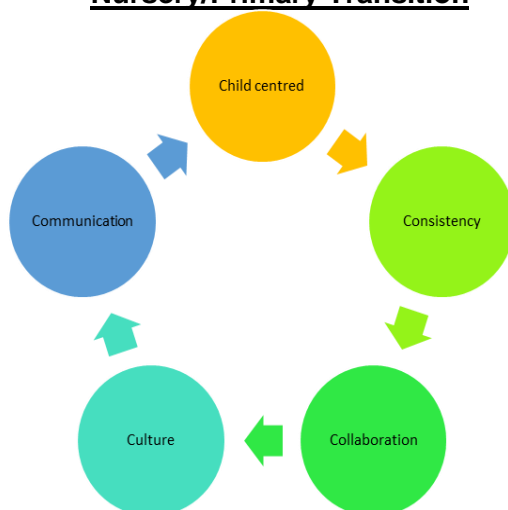
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Observations, photographs, videos and examples of children's work are used to support assessment and this provides valuable information and evidence of children's progress and learning journey. Children are encouraged to evaluate their own work and share their skills with others. Staff praise and encourage the children which helps build children's self esteem and confidence this is essential in our positive learning environment.

If you would like to raise any concerns about your child's development please speak to the key worker and they will seek support from the management team if necessary.

Nursery/Primary Transition

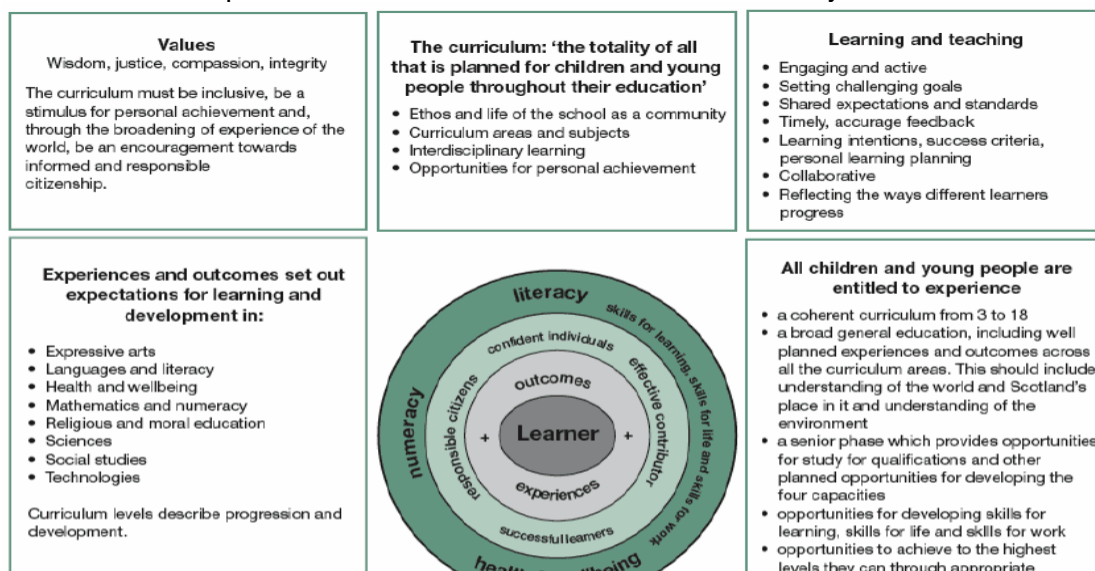


A nursery to primary transition document will be completed in May and discussed with you prior to sending to your child's school.

Staff will record the children's learning and development through the eight experiences listed below through the Early Level of Curriculum for Excellence;

- Expressive Arts
- Health and Wellbeing
- Language and Literacy
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

School induction days will be organised through your child's own school; however, staff will visit your child's school with them for a look around and to take photographs to share with their peers. We have found this to be a success in the past and helps children share experiences of their school with friends and family.



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Arrival and Collection of Children

It is expected that a responsible adult will bring a child to and from the nursery.

In the interest of your child's safety you should inform a member of staff if your child is to be collected by someone not known to the management team or staff members. A password must be set up and communicated with staff and the person collecting your child.

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 nursery for their friends to see. However, parent/carers 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.



Excursions and Consent Forms

When outings or excursions for children are planned, the Head of Establishment or a member of staff will advise you in advance. You will be asked to complete consent 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.



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 ensure that your child brings a back pack with changes of clothes and nappies and wipes if needed. We have a nursery uniform; this can be purchased by speaking to the office staff.



Emergency Contacts

Parent/carers are asked where possible to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in an emergency.

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



Emergency Closure Arrangements


The nursery will be open on the time already outlined, but on some occasions, circumstances arise which mean the nursery has to close.

This can be due to numerous problems such as severe weather, power failures or difficulties with water supply. If this happens, we will do all we can to let you know about the details of closure and re-opening.

We may keep in touch by telephone, email and Seesaw



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<p style="text-align: center;"><u>Medication</u></p> <p>If your child needs medication during their time at nursery you should discuss his/her requirements with a member of management. Only some prescribed medication will be administered by staff and you will be required to fill in a medicine form which authorises nursery staff to administer the medicine to your child. The staff will give you the necessary form to complete.</p> <p>Your child's medication must be clearly marked with their name and the dose of medication required by the doctor or pharmacy.</p> <p>The nursery is unable to administer un-prescribed medication.</p> <p style="text-align: center;"><u>Nursery Fund</u></p> <p>We ask that all parent/carers pay £2.00 per week per child; this will pay for parties, outings, birthday and Christmas presents and any other social events organised within the nursery.</p>	<p style="text-align: center;"><u>If Your Child Becomes Ill</u></p>  <p>The establishment would welcome a telephone call if your child is not able to attend nursery on a particular day.</p> <p>If your child becomes ill while at nursery he/she will be made as comfortable as possible whilst every attempt is made to contact you so that you can take your child home.</p> <p>In the case of an illness or accident of a serious nature, your child will be taken to hospital and you will be advised to join your child there.</p> <p>Please ensure your emergency contacts and telephone numbers are always up-to-date.</p>
<p style="text-align: center;"><u>Minor Accidents and Upsets</u></p> <p>These will be dealt with by the staff and you will be told about the accident/incident and asked to sign an accident form when you return to collect your child. You will receive a telephone call to inform you if your child has a head, face or neck bump.</p>	<p style="text-align: center;"><u>Visit to the Centre by Medical Staff</u></p> <p>Children in their pre school year will be offered visual screening in nursery. You will be told the date of the visit and be asked for permission.</p>

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Safety in the sun

It is important that your child is protected from the sun;

When the sunnier weather arrives, we ask that you provide a sun hat. We ask that you please apply sunscreen prior to their session and staff will reapply. We use school fund donations to purchase factor 50 5-star screen. If your child had an allergy; we would then ask you to supply a specific sun cream suitable for their skin.



Smile and Be Healthy

The nursery participates in the Smile and Be Healthy Programme. All children will get the opportunity to brush their teeth (daily) while attending the nursery. This encourages children to have good oral hygiene and understanding about their health and wellbeing.

Children will also get offered a pack (toothbrush and paste) twice a year.

All staff have been trained by qualified professionals and received certificates for completing this.

The Dental Nurses also visits to apply fluoride varnishing. You will be given a consent form prior to this and notified of the intended date.

Snack/Lunch and the Promotion of Healthy Eating



special

A variety of snacks are provided for the children in the morning and the afternoon.

Please inform the Head of Establishment if your child requires a diet for medical or religious reasons.

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No smoking Policy

Smoking is not permitted within the nursery premises or in the school grounds. Anyone wishing to smoke must be outside the school gates on Ardencraig Rd.



Harassment & Equality

Bullying or intolerant behaviour will not be tolerated within Glasgow City Council buildings or workplaces. Discrimination or harassment of any sort that goes against the Equality Act (2010) can be considered a criminal offence and Acredyke Nursery operates a zero-tolerance policy in line with GCC guidance and Equality legislation.

We strive to ensure everyone can access, and feel welcome into, the nursery, facing zero or manageable barriers to equal access and interactions. Our nursery is designed to ensure that everyone has equal opportunities for access & to be included. Single level spaces, wide corridors, BSL knowledge, multi-lingual signage, & a respect for international festivals & celebrations.

Child Welfare and Safety

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.

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

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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 Acting Head Stephanie Glen, or the person deputising for the Head Hayley Clark, 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 Acorn Room

Within our centre we already create a safe, stimulating and nurturing environment and our Acorn room builds on this foundation.

Nurture groups have been in existence since the 1970's with the main focus being on children's social and emotional development.

The Acorn Room works on the foundation of the **six nurturing principles**, which are embedded within our centre.

1. Children's learning is understood developmentally
2. A safe base for children to be in
3. Nurture is important for the development of wellbeing
4. Language is understood as a vital means of communication
5. All behaviour is communication
6. Transitions are significant in the lives of children

The Acorn Room operates four sessions per week, we establish a consistent approach where trust and relationships can develop in a safe environment.

The Acorn Room has a maximum of four children; they follow plan to support and develop their emotional and social skills.

Our Objectives

As a nursery community we are all committed to nurture and form an inclusive approach to understanding nurture and its purpose. In Glasgow we listen to children, as they have the right to be consulted in matters affecting them and have their views considered. Nurture sets individual targets for every child. This step by step process will follow a pathway of discussion and planning with the child and their family to establish clear and manageable expectations.

Success Criteria

- To meet the individual needs of the children.

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- For children to feel safe.
- For children to be given the support, care and time they need to achieve their own individual targets
- For children to learn how to manage their emotions throughout a wide range of social experiences to prepare them with the skills they will require in later life.
- To make parents feel included and want to be part of their child's nurture journey.

Supporting Children

If a child shows any signs that they may need additional support (speech, hearing communication etc). The Head of Centre will discuss with the parent possible strategies to support and will ask their consent before seeking input from outside agencies.

Parent/carers can of course refer their child themselves via their health visitor or GP.



Working Together to Support Learning



Parent/carers are encouraged to discuss their child's progress with their keyworker; their views and comments are valued by staff.

Information provided by the parents about their child's home life, experiences and overall development is vital as it enables staff to ensure that we meet each child's individual needs while complimenting and extending their knowledge which the child has gained at home.

Learning Journals

On starting the nursery, you will be asked to complete an individual care plan. This will help us to get to know your child, for example, likes/dislikes, eating and sleeping habits.

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During your child's time at the nursery an online profile containing photos and evidence of your child's learning experiences will be compiled, using a program called Seesaw. Seesaw is an online program for tracking children's learning. This program has an online app that parents can access from any online device.

When your child leaves the nursery, we will compile a transition document which will be forwarded on to their new school. You will be consulted on this report and asked to contribute any comments along with your child.

Staff will keep you up to date with your child's progress, please feel free to speak to your child's keyworker or a member of the management team regarding any concerns you have with your child's learning at any time.

Parents/Carers Groups

Within Castlemilk Family Learning Centre we have always offered a variety of parents/carers groups. These groups have been run on different days and held at different times in order to ensure as many people can take part as possible. We will notify you of these sessions/classes through Seesaw.

An example of some of the classes we have offered:

- Cookery Classes
- Literacy and Numeracy Classes
- Triple P (Promoting Positive Parenting)
- Five to Thrive
- Families in Partnership



If there is a specific topic or class that you would like us to run please do not hesitate to ask and we will try and arrange this for you and the other parents.

Parental/carers Participation

We are always looking for parents/carers to come on board our parents' group and fully participate in the life of the centre. Please let us know if this is something you would be interested in.

Having parental/carers input is vital for the nursery as it gives the parents the opportunity to express their opinions, ideas and feelings.

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All parents, carers, grandparents and service users are welcome to attend any of our groups.

The Establishment and the Community

We always aim to develop and extend links with other nurseries, schools and agencies within the local community. Creating these positive links allows us to offer advice to parent/carers about groups and other support available within the local area.

At nursery your child will be encouraged to develop and share their knowledge of the local community and take part in outings to libraries, access buses and trains, local wooded area and parks etc.

The nursery always welcomes the opportunity to take part in community events, the children enjoy events at the fire station, police station and COJAC centre. This helps the children gain familiarity of the area and the people who live and work in it.

Services within the Community

Social Work Department
10 Ardencraig Road
Glasgow G45 9US

Tel No: 0141-276 5010

Castlemilk Health Centre
71 Dougrie Drive
Glasgow G45 9AW

Tel No: 0141-531-8500/8585



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Links with the Learning Community

Castlemilk Family Learning Centre is part of the Castlemilk Learning Community.

Together with other nurseries, primary schools and high schools in our Learning Community we meet on a regular basis. This allows us to share information and resources and helps to build positive relationships with other Establishments.



Insurance & Liability

The nursery is covered by Employers Liability & Public Liability insurances, which is organised by Glasgow City Council in line with their obligations as the legal provider of the service.

All insurance & liability information is displayed in the main foyer of the nursery.

Please note that neither insurance policy covers loss or damage to property so please be mindful of what your child brings to nursery, & equally what they wear.

Glasgow City Council nor Castlemilk Family Learning Centre accept any responsibility for loss or damage of property that is

Suggestions and Complaints

We are always keen to maintain and improve our service. If you have any suggestions to make about the service, please contact the Head of Centre.

If you have a complaint about any aspect of the service you may contact the Head of Centre; if you are not satisfied with the outcome of your discussion with the Head, you may wish to contact the Customer Liaison Officer.

A copy of the complaint's procedure can be obtained from the office.

USEFUL ADDRESSES

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Customer Liaison Officer
Education Services
City Chambers East
40 John Street
GLASGOW
G1 1JL

Tel No: 0141-287-5758

Care Inspectorate
60 Castle St,
Hamilton
ML3 6BU

Telephone number: 01698 897800

Lord Provost
Phillip Braat
Local Councillor
City Chambers
George Square
GLASGOW
G2 1DU

Tel No: 0141-221-6714

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