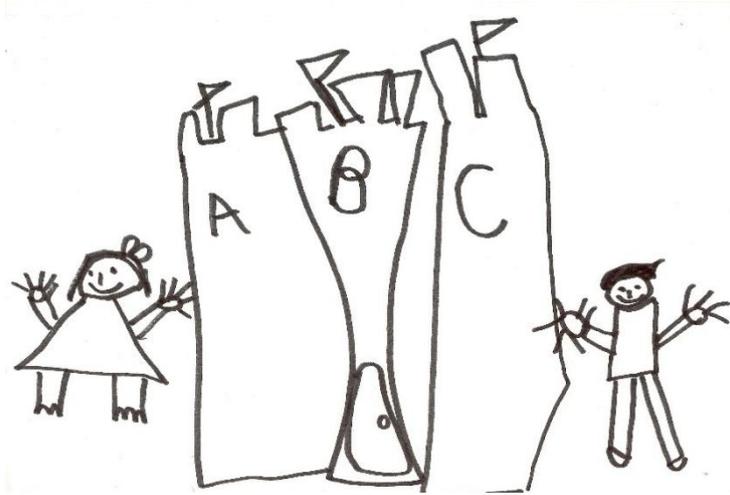


Crookston Early Years Centre



Establishment Handbook

2025/2026

Crookston Early Years Centre

Crookston Castle Campus

Glenside Avenue

Crookston

G53 5SD

Telephone Number: 0141-883-6094

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

Glasgow family information service: www.gfis.org.uk

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Introduction by Head of Establishment

I would like to take this opportunity to welcome you to Crookston Early Years Centre, I hope you will find this handbook useful and informative.

Patricia Monaghan

Nurture

At Crookston Early Years we create a warm, welcoming friendly space where children feel confident to express themselves and build positive relationships with others.

Our vision and Aims

At Crookston Early Years our vision is to create a nurturing, inclusive and stimulating environment where all children feel safe, valued and included. We support each child's unique journey

Wellbeing

We work in partnership with parents and external educational services, creating a holistic child centred approach that enables all children to reach their full potential.

Explore

Our children have opportunities to explore stimulating environments that support their interests, needs and stage of development.

Safe

Our welcoming ethos promotes a safe and secure environment. We recognise and respect each child's unique personality and individual needs.

ETHOS

The ethos within Crookston Early Years is established by you and the rest of the staff team. We have worked extremely hard to establish a feeling of belonging, community which welcomes parent's carers and other visitors to our establishment.

Non-denominational policy of the nursery

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

Our Equal Opportunities policy

Crookston Early Years Centre reflects the councils policy on equal opportunities. All children are treated equally and fairly.

Our work with children will be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work with and care for children.

Our own centres policies and procedures

Within Crookston Nursery Centre we are working on a selection of our own centres policies and procedures to ensure that we maintain a high standard of care within the centre. These documents are located within parents room or alternatively ask your key worker for more information.

Statement on No-Smoking Policy

Smoking is not permitted within Crookston Early Years centre or our grounds.

Section Two General Information

Introduction

We would like to welcome you to our centre and we hope that you will take five minutes to read this handbook, as we are sure it will be helpful to you.

Staff

We are registered with the Scottish Social Services Council-for more details please visit SSSC.uk.com

Head of Centre - Patricia Monaghan

Depute HOC – Louise Green

Team Leader - Ashleigh Telfer

Clerical Assistant - Sophie Carlin

Boathouse 3-5 Room

There are 5 Child Development Officers known as CDO's
With a Ratio is 1 adult -8.

Lighthouse Room (2-3 room)

There are 5 CDO's,
the ratio is 1adult to -5 Children.

Anchor Room (0-2 room)

There are 4 CDO's the ratio
ratio of 1adult to 3 children.

We have 2 Support for Learning workers (SFLW) who work between the Boathouse and Lighthouse rooms.

The staff team can change from time to time, due to staff development and other circumstances. We keep parents informed of changes through our centres newsletter.

Opening Hours and Information on the Nursery Day

Crookston Early Years Centre provides a service for children between the ages of 0-5 years. At present we can accommodate 64 children term time/non term time within a daily session. This is broken down to the following: -

0-2 – 12 Children at any onetime

2-3 – 20 Children at any onetime

3-5 – 32 Children at any one time

Nursery may be open from 8:00am – 5:30pm. We are open 50 weeks of the year except public holidays and in-service days.

A core session is 8:00am-12:40pm (Pick up time 12:40pm no later than 12:45pm)
1:00pm – 5:15pm (Pick up time 5:15pm no later than 5:15pm)

There are designated collegiate meeting times for staff on a Tuesday, Thursday this will affect children who attend on a part day basis the session will finish at 11:30.

Enrolment/Charging Policy

Any sessions purchased over and above the government funded sessions will be charged at a rate of £4.50 per hour and any thereafter (this includes school holidays). Concessions are available please speak to the head of centre for further information. Admission to Crookston EYC is through Glasgow City Council's policy which can be located on the following link: www.gfis.org.uk

Starting Nursery

The first week at nursery can be scary and exciting; some children find this a difficult period. Therefore, we have a staggered intake to help your child and yourself feel happy and secure about their new environment.

When your child first starts nursery he/she will be assigned to a group the staff member for your child's group is known as a key worker. They will be your liaison person during the settling in period. (We advise that parents keep a week free for this period or have a close friend/relative to assist).

It is advisable that you bring a spare set of clothes and mark all clothing with your child's name for any little accidents that may occur. These can be kept in the cloakroom within a nursery bag which can be purchased for £3 from the front office.

Your child will be participating within various activities that may be messy, for that reason, it is **advisable to wear play clothes and not their best clothes**. We try to prevent the children's clothes from being marked but unfortunately accidents do happen.

Please also make sure that your child has suitable outdoor clothing as outdoor play is a part of our daily curriculum.

Child Safety

When you are collecting your child from nursery, please inform a keyworker or another member of staff when he/se is leaving. Especially for early appointments, if your child is involved within an activity, please give them time to finish.

It is essential that you inform us if someone different is collecting your child (this could just be a phone call). In the interest of your child's safety, he/she will not be allowed to leave with someone different – even if your child knows him or her unless the nursery staff has been informed.

We ask that a responsible adult always bring and collect your child. The nursery staff will not allow a child to leave with any person under the age of sixteen.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children 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 protection issues and procedures.
- Establishing and maintaining close working relationships and arrangements with other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of establishment or the person disputing for the Head of Establishment. He/she after judging that there may be grounds for concern regarding the welfare or safety of any child must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.

GIRFEC

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

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

It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

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

Insurance

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 expensive items of clothing are not brought to establishment. Parents/Carers should note that the authority cannot 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.

Excursions and Consent Forms – (Please refer to the information at front of handbook regarding Data Information)

When outings or excursions for children are planned outside the local community, the head of establishment or a 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.

Due to the various patterns of attendance of our children and families, it is not always possible for your child to participate within all outings. Especially within the boathouse, we will endeavour for all children within the boathouse to attend at least one outing within their pre-school year.

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 reopening. 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, Social media and on local radio.

Lunches

For Children are not eligible for funded hours the cost of lunch is £1.52 per day. Children who are accessing statutory hours have lunch and snack available free.

Snack and the Promotion of healthy eating habits

A small healthy snack is provided during a session within the nursery. If you have any special dietary requirements, please speak to the head of centre. The children also have milk or water at snack time, (juice will be provided for special occasions.)

Accommodation for parents

Within Crookston Early Years Centre, our parent's room is situated within the "mess" area of the nursery. Watchout within our digital platform form upcoming events.

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 must allow access to the following information:

- The provision, cost and standard of its service.
- 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 website: www.glasgow.gov.uk

Or by post:

Freepost RLYU-GKGE-JGLJ Customer Care Team Chief Executives Office Glasgow City Council G2 9RZ. (you do not need a stamp.)

Section Three: Medical Information

Medication

If your child needs medication during his/her time at nursery you should discuss his/her requirements with the Head of Centre/Depute. Prescribed medication will be given at the discretion of the Head of Centre and you will need to fill in a form, which authorises nursery staff to administer the medication to your child. The nursery staff/Head of Centre will give you the necessary form to complete.

If your child suffers from a condition which requires a specialist medical assistance for example a severe allergic reaction to nuts etc or asthma you must inform the Head of Centre in order for the appropriate steps can be taken to assist your child's time at the nursery.

If your child becomes ill

Please contact the nursery prior to your child start session, if you have not contacted the nursery by the second day we may contact you.

Please be assured we follow national guidance to protect the health of all children in our care.

- **If your child attends any other day care setting, please tell us**
- **If your child is ill, they must not attend nursery.**
- **If your child becomes unwell whilst in our care, we will phone you to come collect them from nursery.**
- **If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend nursery until 48 hours after the symptoms have stopped.**
- **If you are not sure, please phone us before you bring your child to nursery.**
- **If your child has an infection such as measles, chicken pox, mumps, thread worms please inform the nursery and consult your doctor.**

Minor accidents and upsets

The staff will make every effort to ensure that your child is working and playing in safe surroundings. However, accidents do happen and children do become upset from time to time for many reasons. If your child is very distressed, we will contact you.

In the unfortunate event that your child may have an accident, a member of staff will inform you of what happened and of any action taken. You will also be asked to sign an accident form,

Risk Assessments

Within Crookston Early Years Centre risk assessments are carried out to ascertain possible hazards. These risks are rectified to retain a safe environment for children to learn and play safely. The risk assessment are available within the heads office if you require a copy please speak to the Head of Centre.

Section Four: The Nursery Curriculum

The aims of our curriculum

Environments that offer differential play and challenge, staff who are well informed and able to challenge learning, child-centred and building on previous experiences, fun excellence building the curriculum 3-18 (2) Scottish Executive, (2007:5)

How we promote learning

We promote the children's learning by observing, planning and discussing the next steps to take to extend on the children's experiences. We do this through:

- Listening and interacting with the children during their play.

- By showing an interest and pleasure in their achievements
- Establishing partnerships with our parents

What we do

At Crookston Early Years centre the staff and managers meet regularly to discuss the curriculum and our planning using the Scottish Office – “Pre- Birth to Three: Positive Outcomes for Scotland’s Children and Families” “Curriculum for Excellence”

- Relationships
- Responsive care
- Respect
- Rights of the child

Within the boathouse we evaluate the children’s progress within the specific aspects of:-

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

We plan for the children’s next steps using our observations and assessments based upon the children’s interest and past experiences.

Keyworker/Assessment

During your child’s time at Crookston Early Years your child will be linked to a particular Group.

The keyworker is responsible for coordinating the informal assessment and portfolio that will be carried out on the child within her group and she will relay the progression of your child within the nursery at our progress meetings which are held approximately twice a year.

There are opportunities to chat to your keyworker however, at times the staff may be busy welcoming the children, if so, please speak to the Head Depute and we will arrange a more appropriate time for you.

During your child’s time at nursery there may be times when their keyworker may have to change due to long term sickness or other special circumstances. Although every effort is made to maintain continuity between the changes there may be short periods when your child will “Visit” other groups. All staff has a shared responsibility for all children therefor in these circumstances we try to ensure these changes will be made as smoothly as possible.

Additional Support Needs/Accessibility Strategy

If your child is experiencing any difficulties which could impair their development, such as learning or speech, there are other agencies we may contact for help and advice. This would be discussed with you and your permission sought before seeking help.

If you have any concerns about your child’s development of any kind please speak to your child’s keyworker or the head of centre as soon as possible and we will try as much as possible to assist you.

Parents can of course, refer their child themselves via their Health Visitor or G.P.

Home and Establishment Links

We feel that it is important to complement the learning process that goes on within the home, so we look forward to parents sharing their hidden talents such as sewing, music and joinery etc.

Playroom/Outdoor Activities

Within the playroom and outdoors the children can choose from a number of activities which enhance and extend the children's learning.

These activities can be messy, creative and sometimes, demand the children to be aware of themselves and other people around them.

Outdoor Play

Children have timetabled access to outdoor play in all weathers and throughout the year. This kind of play involves painting, playing in mud and sometimes washing equipment such as play equipment, bikes.

We recommend to all parents to dress your child in play clothes which are comfortable and YOU have no concerns about for example if they become marked with paint or get dirty. A spare set is always handy to **keep** on your child's peg. Please note that these should be easy fitting for example jogging trousers or pull on skirts, etc so that your child can change themselves within a short time scale as they just cant wait to get back to play, learn and experience the mess.

Section Five Parental Partnership

Our aims for the promotion of partnership

- To make parents feel welcome and comfortable in the centre
- To offer a quality flexible service to children and their parents
- To keep parents informed of the events within the centre and their children's progress
- To encourage parents to participate within the life of the centre

Working together to promote positive behaviour

We are asked regularly on how we discipline the children's within the centre, we feel that if we compliment the good behaviour that this counteracts the negative.

We do this by celebrating the children's achievements and encourage them to set good examples to each other. The staff are friendly, firm and fair to all children, they will guide your child towards acceptable social behaviour.

We feel that it is important to involve parent/s within our discipline procedure so their maybe an occasion where you must hear "a sad story" at the end of your child's session. If we are experiencing difficulty with your child's behaviour we would, of course, discuss with you so that we could go forward with an agreed consistent method of working to develop more positive behaviour.

Hurting others

Toddlers sometimes hurt others without thinking. They may bite, scratch, pull hair, push or hit. This can be done out of frustration or because they don't have the words to say what they want or sometimes it maybe they have found they get what they want when they use this kind of behaviour.

The staff team use a variety of methods to prevent support and stop children using this kind of behaviour examples of this are teething rings, distraction techniques and promoting positive behaviour as described above. We also work closely with our parents to support them during this period behaviour.

Fundraising

To assist in the purchase of resources which we cannot buy from our budget e.g. baking ingredients, printing photographs, to name a few. We have a voluntary donation of £2.50 per week to the toy fund.

During a year we will have approximately two fundraising events to help with the end of year activities and Christmas events. If you would like to participate or have any suggestions on how to fundraise please speak to head of centre.

Section Six The Wider Community

The Establishment and Wider Community

Since our opening in 2008 we have established a variety of links within the community. These include the shelter housing, campus links with the library and the primary schools.

We offer training opportunities to colleges and work experience pupils. We have a monthly newsletter and notice boards to keep parents informed about what is happening within the centre.

We like to encourage the children to develop and share their knowledge of the local community. Crookston Early Years Centre is part of Rosshall Learning Community, the learning community consists of Rosshall Academy, Cardonald Primary, Craigton Primary, Crookston Castle Primary, Sandwood Primary, Hillington Primary, Penilee Nursery, Rosshall Nursery.

Links with primary schools

We have established links with primaries within our immediate campus and making links with the primaries within the local area. As some of our children can travel a variety of distances to nursery, we cannot always establish links with all the children's primary schools.

Children transferring onto primary school we complete a "Transition document". This is a profile of your child's progress for his/her primary one teacher; (this applies to children who are in their pre-school year only). This document will be shared with yourself before being handed over to the primary school of your choice.

Keeping You Informed

We will have a monthly newsletter, which will keep you informed of in-service days and holidays, and what's going on within the Centre. If you miss an issue, just ask at the office and we will give you a copy.

Inspections

Social Care and Social Work Improvement Scotland (SCSWIS) will inspect, regulate and support improvement of care and social work and Child protection services across Scotland.

We are also inspected by the HM Inspectorate of Education.

Section Seven Other Information

Local Councillors: - Councillor Saqib Ahmed (Greater Pollok), Councillor Rashid Hussain (Greater Pollok) Councillor Bailie Roza Salih (Greater Pollok) Councillor William Graham (Greater Pollok)

The above can be contacted at the following address:

Social Care and Social Work Educational Services Improvement

City Chambers East Care

40 John Street

Glasgow

G1 1JL

Scotland Inspectorate

Compass House

11 Riverside Drive

Dundee

DD1 4NY

Please Note

Although this information is correct at the 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.

Appendix one

Public Holidays/School & Nursery Holidays (2026)

February midterm break

- Monday, 16 February 2026- closed to term time children only
- Tuesday, 17 February 2026- closed to term time children only
- Wednesday, 18 February 2026 (In-service day)-closed to all children

April - Spring Holiday (Easter)

- Friday, 3 April 2026 (Good Friday)-closed to all children
- Monday, 6 April (closed to all children) - Friday, 17 April 2026 (closed to term time children)

May

- Monday, 4 May 2026 (closed to all children)
- Thursday, 7 May 2026 (In-service day to coincide with Scottish Parliamentary election, but may be subject to change)
- Friday, 22 May 2026 and Monday, 25 May 2026 (May Weekend)- closed to all children

June

- Friday 26 June 2026- 10 August 2026 (closed to term time children)
- Monday, 10 August 2026 (Return date for Teachers & In-Service Day)-closed to all children
- Tuesday ,11 August 2026 (In-Service Day) -closed to all children
- Wednesday, 12 August 2026 (Return date for Pupils)

September

- Friday, 25 September and Monday, 28 September 2026 (September weekend holiday)-Closed to all children

October

- Friday, 9 October 2026 (In-Service Day)-Closed to all children
- Monday, 12 to Friday, 16 October 2026 (October Week)-closed to term time children

December - Christmas and New Year

- Monday, 21 December 2026 - Monday, 4 January 2027 (Christmas holidays)-closed to term time children
- Thursday 24 December 2026-Monday 4th January 2027 - (Closed to all children)