



Elmcroft Nursery School Handbook 2025/26

Elmcroft Nursery School
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Ruchazie
Glasgow
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Website: www.elmcroftnursery.co.uk





Introduction

On behalf of all the staff I warmly welcome you to Elmcroft Nursery.

If this is your first experience of a nursery, then I hope this handbook will be a helpful guide and will give you a glimpse of the life at Elmcroft Nursery.

Please do not hesitate to contact the nursery if you require more information. We look forward to having you and your child join our service and hope that this will be the start of a strong partnership.

Yours sincerely

Cheryl Taylor

Head of Nursery



The Establishment and the Community

The nursery opened in 1976 and is an established part of the community. A few of today's parents/grandparents are ex-pupils. The continuity of staffing has helped to produce the happy, relaxed relationship with the community at large.

The Nursery is also a part of Smithycroft Learning Community.

We also have formed close links with Craigen Gardens Care Home and Ruchazie Pantry and we are frequent visitors.





Staff Team

Leadership Team

Cheryl Taylor	Head of Nursery
Courtney Williamson	Depute of Nurser
Cheryl McCurry	Team Leader
LeeAnn Patterson	Acting Team Leader

Child Development Officers

2-3 room

Emma Neil
Jason Milne
Chloe Logan (Monday, Tuesday and alternate Wednesday)
Nina Kasova
Alanys Jordan (Modern Apprentice)

3-5 Room

Marie McGoldrick
Leeann Stewart
Sharon Kelly (Monday, Tuesday alternate Wednesday)
Alan Whyte (Thursday, Friday and alternate Wednesday)
Hannah Jenkins
Carly McEwan
Luci Young
Kellyanne Burns
Lisa Phelan
Danielle Panton
Nicole Carroll
Caitlin Drake

Support for Learning Workers - Lisa McIntosh, Sarah Smith, Kat McLachlan

Clerical Assistants - Gillian Howie (Monday, Tuesday and Wednesday)

Natalie Dines (Wednesday, Thursday and Friday)

Services offered at Elmcroft:

The capacity of the Establishment agreed by the Care Inspectorate is 74 children in total per session.

64 children 3-5yrs. Ratio – 1 adult to 8 children

10 children 2-3yrs. Ratio – 1 adult to 5 children

Social, Moral and Cultural Values

Elmcroft Nursery aims to promote equal opportunities for every child, irrespective of gender, ethnic grouping, creed, disability, or social-economic background.

The nursery aims to raise awareness of the importance of relationships with others. We are committed to the promotion of support and mutual respect for all as part of the Health and Wellbeing Curriculum.

Denomination Status:

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



Nursery Hours

From August 2020 we have been offering all our 3-5 children and eligible 2-3 children 1140 hours free childcare as a result of The Scottish Government initiative.

If parents/carers require additional childcare out with their entitled hours, please speak to the nursery Leadership team for more information.

The nursery provides lunches for all morning and full day children. Afternoon children will not receive a hot lunch but will have an enhanced snack during their session.

Morning Session - 8.00am - 12.45pm

Afternoon Session- 1.00pm – 5.45pm

Full day - 8.00am-5.45pm

It is important that children are collected and vacate the building on or before 12.45am/5.45pm as staff are involved in preparing the playrooms for the following sessions. Please contact the nursery if for any reason you are running late. The building will be locked at 6pm.

Enrolment

Enrolment

All nursery places are allocated in line with Glasgow City Council's Admission and Charging Policy for Early Years. Our leadership team will be happy to advise you how this policy operates when you apply for a place for your child. When you are enquiring about making an application for your child to start nursery, we will make an appointment for you to come in, we will also advise you of what documentation is required for the application process.

Places are allocated by a local admissions panel. When a place becomes available you will receive a letter from the Head of Nursery detailing a start date and time.



Charging Policy

These charges apply to paid places and additional hours

From the new term beginning August 2026 Glasgow has revised the prices of its Nursery Fees

Non-resident rate

£5.50 per hour – For people living out with Glasgow

If college/university are paying childcare charges.

Discounted Rate

£4.50 per hour -For all Glasgow residents **(children 3-5 years)**

£3.00 per hour- For all Glasgow residents **(children 2-3 years)**

Residents Reduced Rate: £1

The Residents Reduced Rate is offered to kinship carers, those parents who have a household income of less than £19,995, on Universal credit and take home is £850 per month or less or on Working tax credit earning can be £9,552 per year or less.

If you have another child already attending nursery

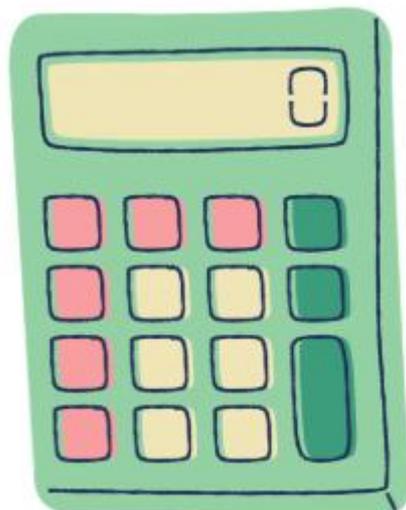
Resident Second Child Hourly Rate: £2.20

Resident Third Child Hourly Rate: £1.70

Meals and Snack

Lunch - £1.52 (No Charge for Band 1's, Eligible 2's and 3-5 Years)

Snack – n/a



School Term Dates 2026/2027

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Thursday, 2 April 2026
- Friday, 3 April 2026 (Good Friday)
- Monday, 6 April - Friday, 17 April 2026 (Spring Break)
- Schools return on Monday, 20 April 2026

May

- Monday, 4 May 2026 (May Holiday)
- 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)

June

- Schools Close at 1.00 pm on Thursday, 25 June 2026

August

- Monday, 10 August 2026 (Return date for Teachers & In-Service Day)
- Tuesday, 11 August 2026 (In-Service Day)
- Wednesday, 12 August 2026 (Return date for Pupils)

September

- Friday, 25 September and Monday, 28 September 2026 (September weekend holiday)

October

- Friday, 9 October 2026 (In-Service Day)
- Monday, 12 to Friday, 16 October 2026 (October Week)

December - Christmas and New Year

- Schools close at 2.30 pm on Friday, 18 December 2026
- Monday, 21 December 2026 - Monday, 4 January 2027 (Christmas holidays)

January

- Schools return on Tuesday, 5 January 2027

February mid-term break

- Monday, 15 February 2027
- Tuesday, 16 February 2027
- Wednesday, 17 February 2027 (In-service day)

March

- Friday, 26 March 2027 (Good Friday)
- Monday, 29 March 2027 (Easter Monday)

April - Spring Holiday

- Schools close at 2.30 pm on Friday, 2 April 2027
- Monday, 5 April - Friday, 16 April 2027 (Spring Break)
- Schools return on Monday, 19 April 2027

May

- Monday, 3 May 2027 (May Holiday)
- Thursday, 6 May 2027 (In-service day to coincide with elections, but may be subject to change)
- Friday, 28 May 2027 and Monday, 31 May 2027 (May Weekend)

June

- Schools Close at 1.00 pm on Friday, 25 June 2027



Settling

The nursery operates a key-worker system. Your child's key worker is simply your child's special person whom they can relate to along with all other staff. Your child's key worker will assist you in settling your child, progress meetings and other times you feel you wish to speak to them. Please spend time exploring the environment with your child on their 1st day and help them become familiar with the toilets and play areas. Children usually settle very quickly; however, all children are different. This may take a few days or up to a couple of weeks for some. It is important for you to spend time to settle them and to ensure they feel safe and secure in our environment as leaving your parent/carer for the first time can be a daunting experience. Your child's key worker will discuss what time to bring and collect your child and whether you can leave or are required to stay. Getting it right at this stage builds their confidence. Your child's first visit is normally around 1 hour long depending on each individual child. Your child's time will be extended on an individual basis and as the weeks go on. Your child's key worker will keep you informed of these changes. It is important for parents/cares to remember that although people have busy lives and commitments, it is important that your child is happy, content and settled before you can leave the building.



Snacks and the Promotion of Healthy Eating

In line with Glasgow City Council's policy on healthy eating, children are offered the following at snack time

- Plain milk or water
- A selection of fruit
- Foods relating to children's learning
- Toast, sandwich, pancake, crackers, fruit loaf.



Nursery Visions, values and Aims

At Elmcroft Nursery our vision is to create a warm, nurturing, stimulating and secure environment in where everyone feels valued and included. We strive to provide a learning environment which is rich in opportunities to promote our children's health & Wellbeing and their overall learning and development.

We aim to: -

- To foster a positive, inclusive partnership with all families and strong collaboration with colleagues from other services to support and meet the needs of our families.
- To provide a holistic learning environment which supports the individual needs of all learners.
- To build on the success children bring from home.
- To have our children and families at the heart of our decision-making processes.

Our values are: -

- We value good working partnerships with our parents and wider community to allow us to provide a high-quality service which meets the need of our individual children and families
- We value, respect and believe that everyone has a key role to play in our nursery
- We value learning and celebrate the achievements of all
- We value culture and celebrate all that makes us unique
- We value and create an ethos of respect which facilitates positive relationships and learning



Family Engagement

We encourage families to be involved in many ways and contribute to the life of the nursery. Throughout the year we invite you to a variety of engagement opportunities such as book bug, forest foragers, come dine with me, stay and plays and cups of care mornings.

We also are delighted to have families involved from time to time with storytelling, gardening, and music activities and baking. If you have a skill or a hobby and would like to be involved, please speak to a member of staff.



Elmcroft bistro- dining

All children in nursery are provided with snack in the morning & afternoon, & all 1,140 eligible children receive lunch or enhanced snack. Menus will be shared on our online Seesaw platform.

Our dining experience is a calm, child led, & enjoyable experience. We aim to provide a social experience in our Bistro whilst the children serve their own food, clear away their dishes, taste new foods, & enjoy their snack & lunch.

We work with our colleagues in CFM to ensure all food safety & hygiene regulations are adhered to & ensure the voices of the children stay front of centre of any changes & improvements we make.

Please note that no food can be brought from home



Attendance

Daily attendance registers are maintained to provide safety & security for all children. If a child does not attend for 2 consecutive days, their key worker/clerical will contact you to ensure everything is alright.

Whilst Early Years is not a mandatory part of education like Primary, it is important that attendance levels are kept up, as if a space is not being used due to extensive non-attendance, the Head may write to you to reduce provision, or if prolonged, remove the space altogether.



Play & Tracking Learning

Children's learning & development is continually assessed by their Key Worker, & in collaboration with all staff. The children will have opportunities to engage in a large variety of play & learning experiences. Our indoor & outdoor environments are divided into areas that support different types of play. As well as our extension of our very own forest.

Play is child led in line with the children's interests, needs, & seasonal & cultural calendars. Learning is tracked using the Curricular for Excellence & Realising the Ambition & supported by other documents that enable Practitioners to create meaningful experiences & provocations that help the children develop & learn.

We record all children's learning on Seesaw. A digital app that enables parents/carers to interact with their child's play & learning in real time as the learning journal is updated by staff.

We will have meetings with you twice a year to discuss your child's progress, learning, & overall development.



Arriving at & Leaving Nursery

There is limited parking in the street. Please remember and do not carry out U-turns on the road. It is a very b speed.

We would encourage children where possible to walk, cycle or scoot to & from nursery as much as possible to promote physical fitness, community awareness, & general health & wellbeing for them & their family.

Children cannot be collected by anyone under 16 years old, & that person must always be a responsible adult who can competently care for your child once they leave nursery. We may refuse to let a child leave with someone if they are under 16, or with an adult we deem them to be irresponsible.

Additional Support for Learning



The nursery has a statutory duty to ensure that all children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only play, learning, & resources, but also the nature of our environment, interactions, & experiences.

The nursery team is made up of Child Development Officers, qualified to at least HNC level (although often to degree level), with Support for Learning Workers who supplement the staff team & who can assist children, either individually or in small groups to access the curriculum, learn, grow, & express themselves. The CDOs & SFLWs work in conjunction to meet the needs of our children who require that extra bit of support as they grow.

Clothing & Sun-cream

Our children access outdoor play every day in all weathers (apart from severe weather warnings) & so all children should come to nursery dressed for the weather. We have wetsuits & welly boots that the children can use, however appropriate jackets, footwear, & clothing generally that is appropriate for the weather that day is also essential.

On sunny days, please ensure sun cream is applied to your child before they come to nursery. The nursery staff will reapply during the day as needed.

We encourage children wear aprons when painting, playing in water or messy materials, & remain clean when eating, however play & toilet accidents do happen, so we ask you to leave a spare pair of clothes each day for your child which can be hung on their peg. Please write your child's name on all clothes to avoid them being lost or taken in error.

There are forms of dress which are unacceptable in the nursery, 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.

Children have the best fun when they can get messy without worrying about dirt on their clothes. Please ensure that your child wears clothes that can allow for paint or other messy materials. We will always try to make sure that children wear an apron, but accidents happen so please dress your child in suitable clothing. Please ensure your child has a pair of shoes that are suitable to be worn indoors and outdoors.

Children may occasionally have to change into dry clothing if they have become wet in the water or outdoors or through toilet training accidents. **Please ensure that your child has a change of clothing (always including underwear) in their bag as well as a pack of wipes.**



Excursions, Consent, & Emergencies

Any excursions that take place will be planned in advance & involve parental consent. General consent forms are part of the nursery enrolment paperwork. Consent forms for specific trips or events will be given to parents to sign.

We require at least 2 emergency contact numbers for your child in the event of an injury, illness, evacuation, or other situation. It is vital that all contact information for parents & emergency contacts is kept up to date.

Miscellaneous Information

There is no smoking allowed anywhere on the premises.

There are no dogs allowed anywhere on the premises. Guide dogs are permitted.

Phones cannot be used anywhere inside the nursery. Please finish or hold off making any phone calls until you are outside.

Please be mindful of voice levels when in the nursery, when in the playrooms.

In the event of an emergency closure of the nursery, we will communicate with families to inform you. Please therefore ensure any changes in your contact information is passed to the nursery in a tin



Accidents and Incidents

“The more risks you allow your children to take, the better they learn to look after themselves”

Roald Dahl

As children are curious about the world around them at times it will be inevitable that they will have a fall, trip, scratch or bump to the head. However, our amazing, nurturing staff team will be there to scoop them up and ensure they are ok.

If your child suffers from an accident/ injury at nursery, our priority is to ensure they receive immediate care and emotional support they require. All accidents where first aid has been applied will be recorded within our accident books. We will share all relevant information and ask parents/carers to sign to state that they have received information and are happy with the treatment received.

If your child has a bump to the head or gets bitten during their time at nursery, we will give you a call to inform you prior to you collecting your child.



Illness & Medicines

If your child becomes ill when in nursery, we will contact you to collect them & we will keep them comfortable until you arrive.

If your child has asthma then they **MUST** have an inhaler that can stay in the nursery, along with an asthma plan. If your child has epilepsy or is prone to seizures, you **MUST** provide a seizure plan.

If your child requires medication during their day in nursery, we will support that administration at the discretion of the Head. Only medicines that are prescribed for your child, & that are for a specific purpose e.g. fighting infection, will be administered. Pain relief will not, & if a child is unwell enough to require pain management such as Calpol, then they should be at home until well enough to return to nursery.

At times throughout the year, medical professionals visit the nursery for specific purposes e.g. teeth varnishing, visual screening. Your consent will be sought before your child takes part.



Child Welfare & Safety

All staff in the nursery are guided on policy & procedures relating to child safety, protection, & welfare by Glasgow City Council. All educational establishments must take positive steps to help children protect themselves by ensuring that health & personal safety are central to the curriculum.

The nursery creates & maintains a positive ethos & climate which actively promotes child welfare & a safe environment by;

- Ensuring that children are respected & listened to.
- Ensuring that staff are aware of child protection issues & procedures.
- Establishing & maintaining close working relationships & arrangements with other agencies to make sure that professionals collaborate effectively in protecting children.

The Head of Nursery (Cheryl Taylor) is the designated child protection Co-ordinator & will act on all issues that are raised & pass them to other agencies if initial investigation warrants it.



Growing adventurers and explorers at Elmcroft...

At Elmcroft we place a high emphasis on outdoor learning and fully concur with current guidance Realising the ambition (2020) 5.3 Considering the learning environment **“The unique role of outdoor play is undeniable daily, high quality outdoor play experiences have a direct and positive impact on children’s physical, cognitive, social, mental health and emotional development”**. Furthermore, the Space to grow (2017) guidance echo's what the HSCS (2020) state that children should play outside as much as possible. At Elmcroft we ensure our children have opportunities to spend extended periods of time outdoors. As a child centred setting we offer a free flow provision, where children can choose freely when they want to access indoors & outdoors. This supports and encourages children's independence, personal preferences and many other benefits.

Aims and objectives

- Our main aim at Elmcroft is for our children to obtain full autonomy of their play and learning. We want to create a culture where children are the experts in their learning and make choices independently.
- The indoor/outdoor registration supports our children's full autonomy as they have access to all areas of the curriculum to a high quality, with no barriers to their learning and development.



Teaching and Learning

The Planning Curriculum(s)

In line with all other educational establishments, Elmcroft nursery will be using the document "A Curriculum for Excellence" for our children aged 3-5 years. As the parent/carer we value your role as the prime educator, and we aim to develop and build upon the fantastic work that you have begun and to establish a partnership with you for the benefit of your child. We shall provide quality childcare and education within a flexible service, meeting the needs of the individual child and family, offering a balanced curriculum in a happy, safe and stimulating environment.

In our 2-3 playroom the staff use the Nurturing my Potential document alongside Realising the Ambition and Schematic Play documents, to plan for the children's learning. If you are interested in finding out more about your child's learning or the curriculum, please speak to a member of the nursery Leadership team.

Most children that have a place at Elmcroft nursery will transition from one playroom to another as they get older and will move from 2-3 room to the 3-5 playroom. Staff will use the curricular planning document that is appropriate to the child's age/stage or his/her developmental stage. All nursery children will have ample opportunities for a smooth transition to their new playrooms in the days and weeks before they finally move.

**LEARNING
EVERYDAY**

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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 Elmcroft Nursery operates a zero-tolerance policy in line with GCC guidance and Equality legislation.

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 Elmcroft Nursery accept any responsibility for loss or damage of property that is left unattended.

Care Inspectorate Complaints

How to raise a concern or a complaint

For a registered care service, you can choose to contact us directly by either:

Filling in a form online

Calling us directly on 0345 600 9527 (between 9am-4pm Mon-Fri)

Emailing us at concerns@careinspectorate.gov.scot

It is important that you provide us with your contact number. We will not provide your details to the service- unless you agree to this.

Click below for the link to the online complaints form.

Concerns and Complaints

In Elmcroft nursery we aim to have positive relationships at the heart of everything we do. However, if you have a concern or complaint, please approach the Head of nursery in the first instance.

Glasgow City Council complaints procedures are available

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team

Customer & Business Services

Glasgow City Council

City Chambers

Glasgow G2 1DU

Tel 0141 287 0900

Email: customercare@glasgow.gov.uk



Other relevant Contacts and addresses

0141 287 4702

Executive Director of Education:

0141 287 2000

Education Services

Glasgow City Council

City Chambers East

40 John Street, Glasgow

