

Hillhead Nursery



Handbook





Contents

Our Vision Values and Aims

Staff

General Information

Admission Procedures

Starting Nursery

The Nursery Day

The Curriculum

Parent Partnership

Policies

Moving On To Primary School

The Wider Community

Useful Addresses

Procedures for Complaints and Concerns

Appendix: School Holiday List

Appendix: Helping Your Child to Become
Independent

Appendix: Infection Control

Our Vision Values and Aims

Our Vision

Within Hillhead nursery staff work with parents/carers and agencies to create a nurturing and inclusive environment which ensures all children can develop as successful learners, confident individuals, effective contributors and responsible citizens.

Values

- We ensure our service takes action to bring about improvement.
- We ensure our service provides equality, participation and fair treatment for all.
- We ensure our service shows concern, care and respect.
- We ensure our service promotes honesty, responsibility and good judgment.

Aims

- We aim to ensure all children make excellent progress in all aspects of their development and learning.
- We aim to provide high quality learning experiences to motivate and engage all children.
- We aim to provide a broad, balanced curriculum which reflects children's interests and promotes exciting active learning through play.
- We aim to provide appropriate support and challenge to meet the needs of all children.
- We aim to continually evaluate all aspects of our provision to improve on the service we provide.



Hillhead Nursery Staff Team and Qualifications

Jennifer Murray

Head Teacher

Sarah Muotune

Depute Head Teacher

Christine Japp

Depute Head of Centre

Extended Year

NC & HNC in Early Childhood Studies

PDA in Early Education and Childcare
(Professional Development Award)

SVQ4 in Early Years. Care and Education

Accredited provider of Triple P (LEVEL 3 &4)

Working with Children Birth to Three

Registered with Scottish Social Services Council

Angie Aderinto

Term Time Nursery Teacher

B.Ed (Hons) Primary Education

Registered with General Teaching Council of Scotland

Louise Martin

Extended Year Senior Early Years Worker

NC & HNC in Early Childhood Studies

PDA in Early Education and Childcare
(Professional Development Award)

Accredited provider of Triple P (LEVEL 3 &4)

Registered with Scottish Social Services Council

Margaret Harris

Extended Year Senior Early Years Worker

NC & HNC in Early Childhood Studies

Working with Birth to Three

PDA in Early Education and Childcare
(Professional Development Award)

Accredited provider of Triple P (LEVEL 3 &4)

Registered with Scottish Social Services Council

Judith Welsh

Term Time Early Years Worker

NNEB (Nursery Nurse Education Board)

Registered with Scottish Social Services Council

Heather Macdonald

Term Time Early Years Worker

NC & HNC in Early Childhood Studies

PDA in Early Education and Childcare
(Professional Development Award)

Registered with Scottish Social Services Council

Jacqui Hanlon

Extended Year Early Years Worker

NC & HNC in Early Childhood Studies

Registered with Scottish Social Services Council

Tracy Dodds

Extended Year Early Years Worker

NC & HNC in Early Childhood Studies

PDA in Early Education and Childcare

(Professional Development Award)

Working with Birth to Three

Accredited provider of Triple P (LEVEL 3 &4

Registered with Scottish Social Services Council

Toni Reilly

Term Time Early Years Worker

NC & HNC in Early Childhood Studies

Registered with Scottish Social Services Council

Emma Smith

Term Time Early Years Worker

NC & HNC in Early Childhood Studies

Registered with Scottish Social Services Council

Cheryl Gormley

Extended Year Early Years Worker

NC & HNC in Early childhood Studies

Registered with Scottish Social Services Council

Jean Aitken

Extended Year Early Years Worker

NC & HNC in Early Childhood Studies

SVQ4 Early Years Care and Education

BA Childhood Practice

Registered with Scottish Social Services Council

Joan Melvin

Extended Year Early Years Worker

SVQ 2, 3 & 4 Early Years Care and Education

BA Childhood Practice

Registered with Scottish Social Services Council

Alison McGrath

Extended Year Early Years Worker

SVQ2 & SVQ 3 Early Years Care and Education

Registered with Scottish Social Services Council

Jennifer McLevy

Extended Year Early Years Worker

NC & HNC Early Education & Childcare

Registered with Scottish Social Services Council

Deborah Murray

Extended Year Early Years Worker

SVQ 2 & SVQ 3 Early Years Care and Education
Registered with Scottish Social Services Council

Amy Woods

Term time Early Years Worker

SVQ2 & SVQ3 Early Education & Childcare
Registered with Scottish Social Services Council

Helen Pryde

Clerical Assistant

Sandra Nicol

School Facilities Assistant

Mary-Anne Hughes

Facilities Assistant



GENERAL INFORMATION

Contact Details:

Newdyke Avenue
Kirkintilloch
Glasgow G66 2DQ

Tel: 0141 955 2317
Mobile: 07880852683

From Monday to Friday, the nursery runs two daily sessions:

Morning session 8.40- 11.50am
Afternoon session 12:50 - 4.00pm

Full time places are also available according to East Dunbartonshire's admissions policy. The nursery is open from 8.00am - 6.00 pm. Parents can apply to pay for an **extra session** for their child if required. Please contact the nursery if you require further information.

Parents will be notified by letter if the nursery is closed for holidays or in-service. (Please refer to the **holiday list** at the back of this handbook.)

Hillhead Nursery operates an Open Door Policy

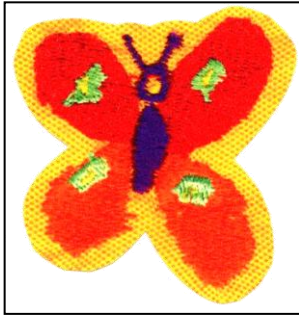
The nursery offers a service for children aged from **two to five year olds**.

Ratio for children 3 - 5 is one adult to eight children

Ratio for two year old room is one adult to five children

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

An optional **nursery uniform** is available, with a logo designed by one of our former children. There are polo shirts and sweatshirts in **yellow** and **burgundy**.



If your child is not wearing the uniform please ensure that his or her clothing and footwear is suitable. **Please remember that your child is likely to be involved in fun and messy activities!** Outdoor play is encouraged in a range of weather conditions, so please make sure that your child has appropriate clothing and accessories e.g. wellington boots/ sun hats. We would prefer no football strips to be worn in the nursery. During the summer months please apply sun cream to your child before they come to nursery.

Treat money is paid weekly to your child's keyworker. Parents and carers must sign for the amount they have paid. This money is used for buying special snacks, providing parties, supplementing trips, and a variety of other activities.

On rare occasions the nursery has to **close** due to **emergency situations**. You will be notified by telephone and given all relevant information. Please ensure you notify nursery immediately of any changes to telephone numbers.

If your child becomes ill or has a serious accident we will phone and inform you. If we cannot contact you, we will phone your emergency contacts. **Please ensure your contact information is continually updated.** If necessary your child will be transported to the nearest hospital and a team member will accompany the child if no contact has been made.

Photographs and video recordings are made as evidence of your child's enjoyment and learning through play while participating in the nursery curriculum. Special events such as parties, trips, involvement in local or national events or fundraising will also be recorded in this way. These will be displayed within the nursery or in photograph albums along with any relevant information. When your child enrolls for nursery you will be asked to complete a data protection form which includes consent for the use of photographs.

In order that the nursery **security system** operates effectively, we need the support and assistance of parents/ carers and visitors. This can be achieved by carrying out the following:

- All visitors to the nursery must sign the **visitor's log**
- On entering or leaving the building the gates and the door should be **firmly closed**
- Parents/Carers and visitors should not admit others to the nursery
- A clerical staff member will be on the door at the beginning and end of the sessions

Child Protection Statement

Parents/ Carers please note, that as employees of East Dunbartonshire Council, the welfare of children is paramount to us. In this nursery we follow East Dunbartonshire Council's Child Protection Guidelines which aim to deliver the outcomes contained within the document **Protecting Children and Young People: Framework for Standards in Child Protection** produced by the Scottish Executive (copy available to view from the manager of the nursery.) This document contains 8 standards.

Standard 2 - Professionals take timely and effective action to protect children

This standard requires us to pass on any concerns about a child's welfare to the relevant professionals.

A copy of our Child Protection Policy is available in the Nursery Policies Folder on display in the Welcome Area.

Protection of Vulnerable Groups - Child Protection

It is the policy of Hillhead Nursery to safeguard the welfare of all children and vulnerable adults by protecting them from physical, sexual and emotional abuse.

All staff are aware of the categories of abuse, take relevant training and follow East Dunbartonshire guidelines and procedures. If a child divulges information the staff member will inform the Depute Head of Centre/Senior EYW in the first instance who will then pass on information to the Child Protection coordinator.

All instances of suspected abuse are documented - this will include details of subsequent action taken. This information is retained by the Depute Head of Centre in a safe and secure manner. All

documentation is treated in the strictest confidence by all staff. Confidentiality will be protected at all times.



Safeguarding Co-ordinator: Sarah Mutoune

Deputy Safeguarding Co-ordinator: Christine Japp

GIRFEC

The Scottish Government introduced *Getting it Right for Every Child (GIRFEC)* as a programme of change, reaching across all children and adult services in the public and voluntary sectors in Scotland, to achieve better futures for all of our children, young people and their families. It builds from universal health and education services and drives the developments that will improve outcomes for all children and young people.

We want all our children and young people to be fully supported as they grow and develop into successful learners, confident individuals, effective contributors and responsible citizens. We believe they should be: Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included. These are the eight indicators of wellbeing.

The *Getting It Right* approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential. It promotes a shared approach and accountability that:

- builds solutions with and around children, young people and families
- enables children and young people to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working better together to improve life chances for children, young people and families

To do this the Scottish Government has proposed that all children have a Named Person until the age of 18 who will coordinate services for them, should they require it. The Named Person for children in early years settings is their Health Visitor and for those at school it is their Head or Depute Head Teacher. Young people under the age of 18 who have left school can access their Named Person via the Education Service.

Once a concern has been brought to their attention, the Named Person, needs to take action, help, or arrange for the right support in order to promote the child's development and wellbeing. Referring to the eight Wellbeing Indicators, they will need to ask these five questions:

- What is getting in the way of this child or young person's wellbeing?
- Do I have all the information I need to help this child or young person?
- What can I do now to help this child or young person?
- What can my agency do to help this child or young person?
- What additional help, if any, may be needed from others?

GIRFEC cont:

The Named Person also needs to help children and families feel confident they can raise concerns, talk about their worries to people who will listen and respect their point of view and work with them to sort things out. Above all, they will ensure that the child or young person's views are listened to and that the family (where appropriate) is kept informed. To find out more about *Getting it Right* or to access the Named Person for your child, please inquire directly to the school office.

SHANARRI

The acronym SHANARRI is formed from the eight indicators of wellbeing:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included



ADMISSION PROCEDURES

A register of all applicants will be kept by the Council's Early Years Department and when a place becomes available the parent/ carer will be invited to meet with nursery staff to complete an enrolment form. You will need to bring the following to the meeting:

- The child's **birth Certificate**
- Council Tax bill
- Your own **contact details** and the details of two **emergency contacts** including **phone numbers**
- Contact details for your child's **doctor** and **health visitor**

At this meeting you will have an opportunity to **meet** with all the nursery staff and **ask** any questions. You will also be given a **tour** of the nursery.

STARTING NURSERY

All children will be invited to visit the nursery prior to their start date and where possible induction visits will take place before he/she starts. This allows children to settle quickly, Parents/carers will be included in the induction visits and staff will offer advice and support on settling in.

Your child will be allocated to a keyworker group with a specific member of staff who will support his/her transition to nursery and be available to answer any questions you may have.

Attendance Procedures Guidelines

It is important that you contact the nursery to inform us of any absences before or at the beginning of the session.

Regular attendance at nursery is very important to ensure learning opportunities and new experiences for your child are not missed. **EAST DUNBARTONSHIRE COUNCIL** has procedures in place which nursery staff must follow to ensure your **child's safety**. On the first day of absence, a member of staff will phone the contact numbers. If we are unable to reach the parent/carer, we will phone the emergency contact. In the event no contact is made, the Depute Head of Centre is informed and the Attendance Officer will call at your home to ensure your child is safe. If the Attendance officer does not make contact the police will be informed and they will make a welfare visit to your home address.

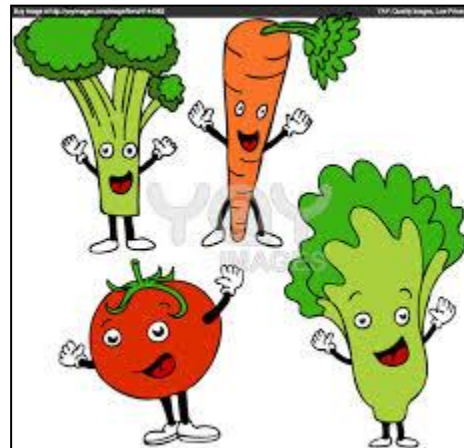
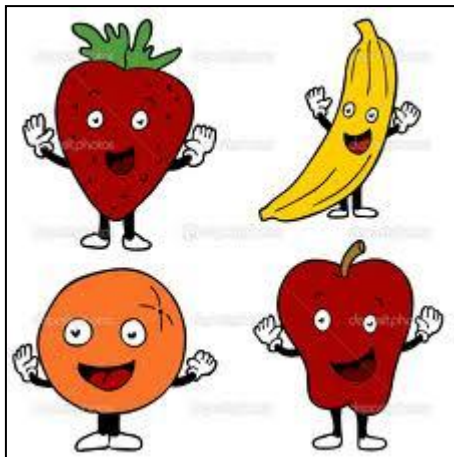
Please make sure that the nursery staff are introduced to all adults who are likely to collect your child from nursery. **The nursery staff are unable to let an unknown adult collect your child.** If there are any changes to the collection routine for your child, please inform staff and note any changes on the collection sheet..

THE NURSERY DAY

On entering the nursery your child will find his or her **peg** and hang up any outdoor clothing. Please take your child to his/her **keyworker** on entering the nursery where your child will self-register. Your child can then access all areas of the nursery. Please check the children's communication boxes and the **white board** in the parents' area for any important information.

Snack menu

Children have the opportunity to have a **healthy snack** during the day. As part of their daily snack, the children are always provided with fresh fruit and milk or water.



As the nursery is a health promoting nursery, only healthy snacks and lunches will be provided for your child. If your child has a lunch place, you have the choice either to provide your child with a packed lunch or purchase a hot lunch. If you wish your child to have a hot lunch, then please let the office staff know before **9.30am**.

A hot lunch costs £2.25 at present and you will receive a monthly bill for any lunches purchased.

Treat fund is presently £1.50 per week

On leaving the nursery, your child will collect any items he or she has made from the drying rack, change shoes and put on outdoor clothing. If you have received any letters, please fill in the tear off slip and return it to the keyworker.

There will be opportunities throughout the year for your child to go on **excursions** and **curricular walks**. For example:

- Library
- Primary Schools
- Shops
- Parks
- Supermarkets
- Garden Centre
- Glasgow Museums
- Exciting places



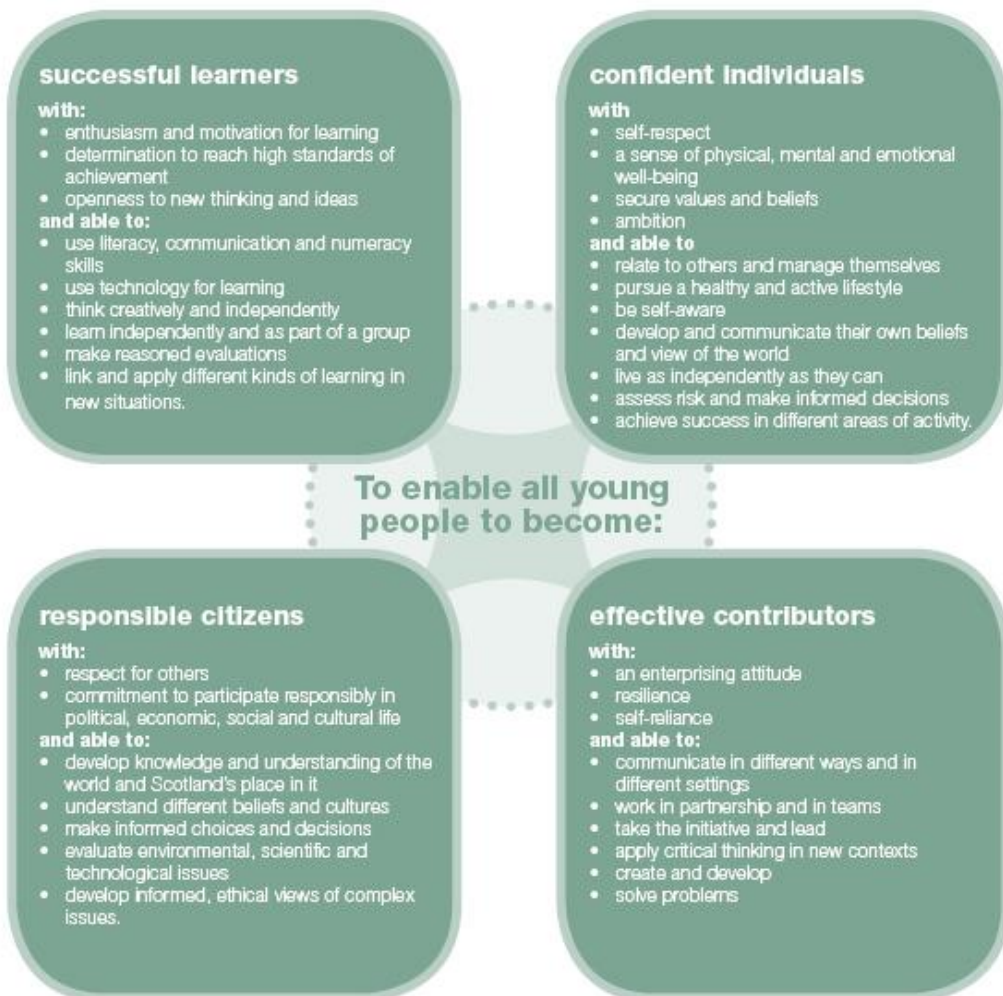
CURRICULUM FOR EXCELLENCE

All our planning is centred around the children's interests, and learning experiences are offered to the children through play.

The Curriculum for Excellence establishes clear values, purposes and principles for education from 3 to 18 in Scotland. It sets out to enable children and young people to develop their capacities as successful learners, confident individuals, responsible citizens and effective contributors. (*Scottish Executive Curriculum for Excellence Document*)

If you wish to see your child's 'Folder of Achievement' at any time please speak to his/her keyworker who will arrange for you to read it and explain the contents if necessary.

Purposes of the curriculum 3-18



The Curriculum for Excellence promotes **active learning** "which engages and challenges children's thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by:

- Spontaneous play
- Planned, purposeful play
- Investigating and exploring
- Events and life experiences
- Focused learning and teaching

-supported when necessary through sensitive intervention to support or extend learning. *'All areas of the curriculum can be enriched and developed through play.'* (Curriculum for Excellence Document)

There is a display about planning and the curriculum in the welcome area. The nursery holds an annual curricular meeting to explain how children learn. If you have any questions about the curriculum, please speak to your child's keyworker or the nursery teacher.



PARENT PARTNERSHIP

It is important that parents, staff and children work together. There will be opportunities to meet at **curricular meetings and open days**. There are various ways in which we will communicate with you, including the parents' notice board, letters, newsletters, text, conversations with staff and multimedia presentations. There will be opportunities for you to become involved in nursery activities:

- Bring your adult to nursery day
- Reviewing nursery policies
- Trips and curricular walks
- Performances
- Parties
- Fundraising activities
- Day to day activities
- Consultation re nursery activities
- Play at Home
- Stay and Play
- Meet the Keyworker
- Visitor of the Month
- Book Bug Sessions
- Fun Days

Hillhead Parents' Group

Each year we encourage parents to meet with staff to establish a Parents Group. This is an informal group of parents and nursery staff who meet to discuss nursery matters. It provides an opportunity for parents/carers to voice an opinion on any matters of concern or interests that they may have. The group help organise fun events which enhance children's learning experiences. Come and join us if you can. You can contribute to your child's learning as well as participating in decision making and joining in our self evaluation process.

Please note that you do not have to wait until an organised event to discuss an issue/ concern with the staff. The nursery operates an open door policy where parents/ carers are welcome to discuss any issues/ concerns at any time with the appropriate member of the staff team.

Here is a list of all nursery policies:

- Development of Learning Through Play
- Communication and Language
- Knowledge and Understanding of the World
- Expressive and Aesthetic
- Emotional, Personal and Social Development
- Physical Development and Movement
- Assessment of Learning
- Cross Curricular ICT
- Display
- Equal Opportunities
- Personal Hygiene
- Health and Wellbeing
- Books Policy
- Confidentiality
- Ethos
- Excursions Policy
- Partnership with Parents Policy
- Planning Policy
- Promoting Positive Behaviour Policy
- Settling into Nursery
- Smoking
- Staff Review and Development
- Welcoming
- Staff Meetings
- Record Keeping
- Complaints
- Admissions
- Staff Induction
- Support for Learning
- Stress at Work
- Home Partnership Worker
- Support for Learning
- Nursery/ Primary Liaison
- Administration of Medicines
- Emergency Procedures
- Child Protection
- Monitoring
- Development Planning
- Risk Assessment / Hazard Analysis
- Contingency Arrangements
- Staff Recruitment and Selection
- Staff Supervision and Appraisal
- Whistle Blowing
- Volunteer Placement Policy
- Student Placement Policy
- Gifts Policy
- Substance Misuse - Policy for Staff

Parents can access all nursery policies in the folder in the welcome area.



Moving on to Primary School

There are a range of activities offered to ease the transition from nursery to primary school. These events are highlighted at curricular evenings and displayed in the nursery.



Wider Community

In Hillhead Nursery we have strong links with our partners in the community. We are working alongside:

- Local Primaries
- Local authority Early Years staff
- East Dunbartonshire Supporting Families Team
- Community Health Workers
- External Agencies
- Local Business
- Library
- Emergency Services

 **Useful Addresses****Jackie MacDonald**

Education Officer
Southbank House
Strathkelvin Place
Kirkintilloch
G66 1XQ

Tel 0141 578 8739

Sheena Fraser

Early Years Service Manager
New College Lanarkshire
Kirkintilloch Campus
50 Southbank Road
Kirkintilloch
G661NH
Tel 0300 12345 10

Children and Families Social Work Services**Advice and Response Team**

Southbank House
Strathkelvin Place
Kirkintilloch
G66 1XQ

Tel 0141 777 3000

SCSWIS (Social Care & Social Work Improvement Scotland)

Central West Region
4th Floor
1 Smithhills Street
Paisley PA1 1EB
Tel: 0141 843 6840



Procedures for Complaints and Concerns

In Hillhead Nursery we operate a complaints procedure for parents to ensure they are receiving an appropriate service. All complaints will be taken seriously and treated in a confidential manner.

If you have a complaint, the following procedures have been put in place to ensure it is dealt with to your satisfaction.

Complaints should be made to:

- Jennifer McHugh, Head Teacher 0141 955 2316
- Sheena Fraser, Early Years Service Manager 0300 123 4510
- Jackie MacDonald, Education Officer - Early Years and Childcare
0141 578 8739

If you are not satisfied with the outcome and wish to take the matter further you should contact the Care Commission / The Early Years and Childcare Service on 0141 843 4230

Hillhead Nursery Holidays 2017-2018

Hillhead Nursery is open 50 weeks per year for extend contracts

Term time funded placements attend 39 weeks per year.

AUGUST

Children return Wednesday 16th

SEPTEMBER

Nursery Closed - Friday 22 September and Monday 25 September (All Children)

OCTOBER

In - Service Day - Friday 13 October(All Children)

October Holiday - Monday 16th - Friday 20th (Extended year children only)

DECEMBER

Christmas Holiday Nursery Closed to all children

Monday 25 December

Tuesday 26 December

Wednesday 27 December

Thursday 28 December

Friday 29 December

JANUARY

New Year Holiday

Monday 1 January

Tuesday 2 January

Nursery re opens Wednesday 3rd January for extended year children

Term Time children return Monday 8 January

FEBRUARY

Mid Term - Monday 12th Tuesday 13th (Extended Year children only)

In- Service Day - Wednesday 14 February (All Children)

APRIL

Easter Holiday - Friday 30th March to Monday 2nd (Nursery Closed to all children)
Spring Break - Tuesday 3rd April to Friday 13th April (**Extended Year Children only**)

May

May Day - Monday 7th May (All children)

In- Service Day - Thursday 24th May (All Children)

May Bank Holiday Weekend - Friday 25th and Monday 28th May (All children)

Helping your child to become more... independent



How we can help your child to be more independent in nursery:

How you can support your child in becoming more independent:

Dressing

In nursery the children are encouraged to change their shoes and put their jackets on independently. They also put on aprons themselves (often with a reminder from a member of staff!)

You can help your child to dress independently by giving them lots of opportunities to do this at home and explaining how to put on items of clothing. Drawing half a smiling face inside each shoe will help your child to get their shoes on the correct foot.

Finding names

In the nursery, children get lots of practice at finding their name. At snack time the children find a card with their name on and place it in a folder to show they have had their snack. At the art and craft table all the children's names are available on name cards with photographs. Some children find their name and copy it onto their art work.

When your child arrives at nursery they could be encouraged to find their own peg. Items in the home which belong to your child could also be labeled to help them recognise their name. Pointing out environmental print (writing in the world around us) will also help your child to develop an interest in text.

Toileting

In the nursery, all children are encouraged to visit the toilets independently. The nursery work alongside parents who are toilet training their children by putting in place regular toilet visits.

Children find it much easier to go to the toilet independently when they are wearing clothes that they can remove themselves. If you are toilet training your child, informing the staff of timings of toilet visits will help ensure continuity in the nursery.

Eating

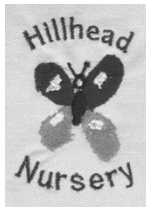
At snack times, children wash their hands and collect their own plate and cup. They choose their own fruit, pour their choice of drink, and put their snack on their plate. When they have finished eating, the children clear away their plate and cup. Throughout snack time, children are encouraged to use appropriate manners.

Children could be encouraged to help set the table (this provides good opportunities for learning about counting and positioning) and be involved in preparing the meal. At the end of the meal, children could help to clear away their used plates and put any left-over's in the bin.

Playing

Children are reminded when they take out toys in the nursery that they will need to put them away afterwards. Everyone is encouraged to take part in tidy-time and drawers are labeled with photographs to enable children to take out and put away toys on their own.

Children could take part in tidy-time in the home helping you to tidy and putting away their own toys. Any play involving dressing-up or dressing dolls will help your child's independence skills. Meal-time independence can also be practiced with role play tea parties.



HILLHEAD NURSERY

Head Teacher: Jennifer McHugh
Newdyke Avenue
Kirkintilloch
Glasgow G66 2DQ

Tel. No: 0141 775 0606
Fax No: 0141 578 1300

Email: office@hillhead.e-dunbarton.sch.uk

Dear Parent or Guardian

Thank you for choosing us to care for your child. When we welcome new families, we feel it is useful to provide, in writing, some information that will help limit the spread of infection. Please be assured that we follow national guidance to protect the health of all the children in our care.

- If your child attends any other nursery, in addition to Hillhead, 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 agree a time to collect them
- Please tell us if your child has been ill while they are away 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're not sure, please phone us before you bring your child to nursery

Immunisation

As your child will now be mixing more with other children, you should be aware that being up to date with the United Kingdom immunisation schedule will protect your child from a range of illnesses. For advice about immunisation, speak to your health visitor or GP

