

Meadowburn Early Years Centre



Handbook 2023/24

Meadowburn Early Years Centre
Lendale Lane
Bishopbriggs
Glasgow G64 3LL
0141 955 2294
eyc@meadowburn.e-dunbarton.sch.uk

SECTION 1 - Our Vision, Values & Aims

Our Vision

At Meadowburn Early Years Centre we put children's well-being at the forefront of everything we do. We believe that children learn best in an environment where they feel safe, happy and secure. We value all partnerships and strive to ensure all children and their families feel welcomed and valued.



Our shared values are:

- Respect, Co-operation, fairness, kindness, responsibility & honesty.

We aim to:

- Provide a safe, stimulating and nurturing environment where all children are given opportunities to reach their full potential.
- Promote independent thinking, by encouraging children to make choices in their learning.
- Have an inclusive approach to learning, taking into account all levels of ability and developing minds.
- Encourage positive attitudes to learning by implementing fun, interesting and challenging experiences for all children.
- Provide opportunities for Outdoor Play.
- Encourage children to explore, appreciate and respect their environment indoors and outdoors.
- Develop partnerships with parents and families.
- Link with the local community
- Put the care & welfare of the children at the heart of everything we do.

Equal Opportunities

Our setting is committed to anti discriminatory practice, promoting equality of opportunity and valuing diversity for all children and families.

Our Team

<u>Senior Management Team</u> Jennifer Campbell - Head Teacher Louise Martin - Depute Head of Centre Ilona Cassidy - Senior Early Years Worker Christine Riddell - Early Years Teacher	<u>Early Years Workers</u> Jillian Towill - Red Group Chantelle Lamb - Blue Group Mark Hutton - Orange Group Rebecca Pollock - Pink Group Karen Harvey - Green Group MTW Sarah Hutchison- Orr - Green Group Th F Katie Templeton - Turquoise Group AM Abbey Chal - Turquoise Group PM Lesley Flockhart - Yellow Group AM Wendy Hill - Yellow Group - PM Ashleigh Herriot - Silver Group AM Kirsty Welsh - White Group AM Nicola Brown - Gold Group AM Hayley Burns - Purple Group AM Michelle McBride - Purple Group PM Debbie Armstrong - W Th
<u>Early Years Support Worker</u> Liz McMillan Temp - Lok Yan Christa Leung	
<u>Clerical Assistant</u> Lauren Byars	
<u>House Keeping Assistant</u> Pauline Welsh	
<u>Facilities Assistants</u> Helen & Mary	

SECTION 2 - General Information

Nursery Hours/Sessions

In our nursery we are able to accommodate a maximum of 64 children, aged 3 to 5 years per session, with a ratio of 1 adult to 8 children.

The nursery is open between the hours of 8am and 6pm.

Session times for 1140 allocation (23.45 hrs weekly) are:

- 5x AM - 8am to 12.45pm
- 5x PM - 1.15pm to 6pm
- 2 x 8am to 5.30pm & AM or PM session
- Extended hours between 8.00am & 6.00pm can be paid for - please speak to Depute if you require this.

Admissions Procedures:

A copy of the Admissions Policy and Procedures can be found on the East Dunbartonshire website @ www.eastdunbarton.gov.uk

Registering for Nursery:

Parents applying for a nursery place must register online @ www.eastdunbarton.gov.uk - **Early Years**

You will need to upload:

- **your child's birth certificate**
- **proof of residency (council tax statement and utility bill)**

Attendance

If your child is absent we ask that you aim to make contact with nursery prior to session starting or as soon as possible. We will make contact with you within the hour of session starting if no contact has been made with us.

Arrival and Collection of Children

We have an open door policy in our nursery and you are welcome in at any time. You will drop children to an adult at the main entrance, within the foyer or playroom where they will start their day. (whatever suits you and child best)

It is expected that a responsible adult will bring your child to and from the Early Years Centre. In the interests of your child's safety you should make a point of telling the staff members if he/she is to be collected by someone unknown to them. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. We will always ask them for a password on arrival.

Emergency Contacts

Parents are asked to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency. You are also asked to keep the nursery up-to-date with changes in this information.

Emergency Evacuation of the Building

If an emergency arose in which children had to be evacuated from the building and could not return e.g. a serious fire, staff would escort children to Meadowburn Primary School building if safe to do so.

If evacuation involves both school and nursery we would escort children to St James the Lesser, Church Hall, Balmuildy Road, Bishopbriggs and notify parents as quickly as possible.

Emergency Situation

In the event, for safety reasons that the children had to be contained within the nursery building, we will contact parents/carers immediately.

Policies & Procedures

A copy of our policies folder is kept in the nursery foyer. You can access this at any time.

Complaints

All complaints will be taken seriously and treated in a confidential manner.

Complaints should be made in the first instance either orally or in writing/email to Louise Martin

Louise Martin - Depute Head of Centre

Tel: 0141 955 2294

lmartin@meadowburn.e-dunbarton.sch.uk

Miss Campbell - Head Teacher

Tel: 0141 955 229

SECTION 2 - General Information



Suitable Clothing

As we all know, messy play is most fun for children. We will always do our best to protect clothing by wearing aprons or muddy suits, however accidents do happen, so a change of clothes would be advised.

Please ensure that **all clothes are labelled** as a number of children have the same or similar items of clothing. Your child should have soft shoes which he/she will wear while in the nursery and wellies or sunhats are always a good idea for going outside! (we do have some in the nursery)

Nursery Uniform

We have an optional nursery uniform available to purchase from BARU in Kirkintilloch. This consists of blue or red sweatshirts and polo shirts.



Excursions and Consent Forms

You will complete an EV3 form (orange paper) which is consent for local trips and visits. When outings or excursions for children are planned, a member of staff will advise you in advance. Risk assessments will always be carried out by staff before any excursion.

We are an Allergy Aware Nursery!

If your child has any allergies or requires a special diet, please inform the nursery staff of this at enrolment or on your child's first day at nursery

Snacks and the Promotion of Healthy Eating

Your child will be provided with a daily healthy snack. It is our aim to promote healthy eating by encouraging children to eat healthy foods. They will also have opportunities to be involved in baking activities.

Lunches

All children are entitled to a free lunch at nursery. We promote independence by encouraging children to choose their lunch option on arrival. The lunch menu is displayed in the nursery foyer.



Treat Fund (£2 per week)

The treat fund can be paid as a weekly amount or can be paid in advance for the whole term in an envelope and placed in the post box provided in the foyer. **The Treat Fund is also used to pay for special events at the nursery for example, outings, special visitors, celebrations etc.** Nursery staff will inform you of the amount for each term.

Photographs/Videos

Photographic and/or video recordings are made for educational purposes. Please inform the Head of Centre if you have any objections to this.

Parents will be informed when a school photographer will be at the school.

Staff members use E Journals to observe the children and share their experiences quickly and easily with you. Please speak to a member of staff if you have any concerns regarding this or require further information.

Twitter/Email/Facebook

To ensure effective communication with parents and carers, we endeavour to send out important updates through **Groupcall** email. We also publish information and weekly updates on our Twitter page and our new Facebook page. Our Twitter handle is **@mburnnursery** and Facebook page is **Meadowburn EYC**.

SECTION 3 - Medical Information

Medication

If your child is in need of medication during his/her time at nursery you should discuss requirements with the Nursery Staff. Prescribed medication ONLY will be given in line with our medication policy. **First dose of medication must be administered by parent/carer!**

When Your Child is Sick

If your child will not be attending nursery due to ill health please telephone the nursery staff to inform them. The telephone number is 0141 955 2294. We will advise of period of absence in line with current NHS guidelines.

Infectious Diseases

We follow NHS guidelines and request that children with infectious diseases e.g. Mumps, German Measles, Chicken Pox or any Eye infections do not attend the nursery while infectious. Please consult your doctor or health visitor before your child returns to nursery.

Sickness and Diarrhoea

It is imperative that any child with these symptoms be kept away from nursery until you are certain that they are not infectious as such infections are passed on very easily and quickly. We would expect your child to have been free of symptoms for 48 hours before returning to nursery to protect other children and staff. This is in accordance to our Personal Hygiene Policy and NHS guidelines.

Coughs and Colds

If your child has a minor cold but feels generally happy he/she should be fine to attend. However, each child is different and if you are unsure please discuss your concerns with a member of staff.

Accident/Incident

We aim to always provide a safe environment but children do occasionally have minor accidents in the course of growing up. We will always ensure that any accident is recorded and reported to you. However, in more serious circumstances we would act quickly to have your child attended to by a doctor and inform you as soon as possible.

If your child becomes unwell whilst at nursery

If your child becomes unwell whilst at nursery, contact will be made with you or your emergency contact. **please ensure all contact details are up to date!** If we cannot make contact with anyone, your child will be looked after by a member of staff until the end of the session. We will follow nhs guidance at all times.



SECTION 4 - Child Protection

Child Protection Policy Statement

All East Dunbartonshire Establishments have a duty of care and welfare to the children attending. This means that where we are given information or have concerns regarding a child's wellbeing that indicates they may not be safe or coming to harm we have a responsibility to inform our colleagues in Social Services. Within the nursery the Depute Head of Centre and Head Teacher are the Child Protection Officers. Staff are trained in passing on any concerns and all are treated confidentially. It is everyone's responsibility to make sure children are safe. If you have a concern about a child, please do not keep it to yourself. You may wish to alert us or pass the information to the Advice & Response Team on **0141 570 2400**.

Change in Circumstances

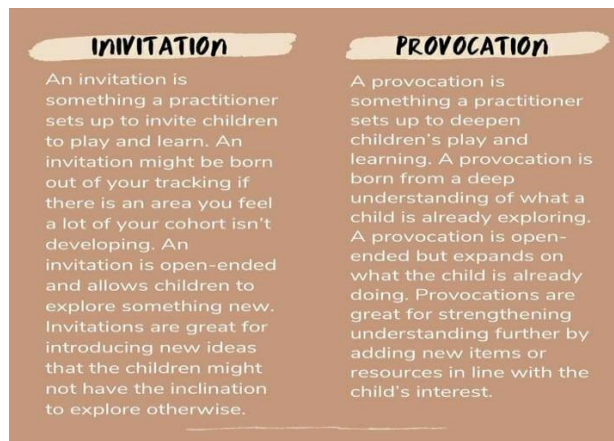
It is helpful if you keep the nursery staff informed of anything happening at home that might affect the child's well-being or behaviour in nursery, e.g. birth of a baby, death of a relative etc. This will enable us to give suitable support or guidance. Anything you tell us will be treated with complete confidentiality and compassion.

SECTION 5- The Nursery Curriculum

Curriculum for Excellence

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18 years. The Early Years Curriculum is based on Active Learning which engages and challenges children's thinking using real life and imaginary situations in order that they develop as: **Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.**

The experiences and outcomes of the curriculum are set out in lines of development which describe progress in learning. **They are organised into the eight curriculum areas:** Expressive Arts - Health and Wellbeing - Languages - Mathematics - Religious and Moral Education - Sciences - Social studies - Technologies



How We Promote Learning

We promote learning in our nursery by:-

1. Observing children at play.

Observation gives us the opportunity to record vital information on how and what children are learning.

2. Responding and planning child centred experiences.

These are designed to match the needs and abilities of all children.

3. Recording Learning and skills development

This enables us to share learning experiences with children and parents/carers verbally and also through journals and reports.

4. Having a partnership with parents/carers

It is good practice for staff to provide regular feedback about your child's development, highlighting key features of progression and also any concerns. We also encourage parents to keep the nursery informed of any issues impacting on their child's wellbeing and development.

5. Assessing children's development and progress.

Our assessment is a continuous process which is carried out by observing, listening and talking to your child in the course of everyday activities. This allows us to plan next steps with regards to children's abilities and challenges in all areas of development. **We wish to emphasise that your child's progression is individual to them and not based upon the progression of other children.**

The Nursery Curriculum continued

Children with Additional Support Needs

Many children experience difficulties at some point during their life, often these difficulties are temporary, and are resolved as the child develops. This is the case in early years, as it is in primary and secondary education.

Some difficulties are related to specific aspects of learning, for example, speech and language development. In circumstances such as these, in partnership with parents, we often seek advice and support from external agencies such as speech and language therapists and psychological services and Health Professionals. As a result, an Individual Support Plan may be drawn up and child will be discussed at Support for All Meetings line with Getting It Right for Every Child document guidance.

Regular reviews of your child's progress will take place and all involved parties will participate in the discussion about the progress being made, the targets set, and the next steps in your child's learning.

It is important that parents, nursery staff and other professional bodies work together to support children's learning. By doing this we are ensuring that each child receives the right care and support to meet their individual needs.



SECTION 6 - Parental Partnership

We have an open door policy within our nursery and feel it is important to build positive relationships with children and their family. The staff will always be happy to discuss any matters with you. You are WELCOME at any time!

In Meadowburn Nursery we aim to:-

- 1. Involve parents in decisions which are taken about their children's development and learning.**
- 2. Establish and maintain a positive partnership with parents.**
- 3. Share experiences and keep parents informed of developments within the nursery**

We value your role in your child's learning. As parents, you are the prime educator in your child's early years and we hope that you will continue to play a major role in your child's learning when he/she comes to our nursery. We welcome any contribution you may wish to make and look forward to establishing a positive relationship with you.



SECTION 7 - Supporting Families

At Meadowburn Early Years Centre we have a Family Champion in place who is one of our Early Years practitioners. The Family Champion is a first point of contact for parents, who can provide positive parenting support and advice using a preventative, universal approach. They have an important role in building trusting relationships with parents / carers, encouraging participation and promoting inclusion. Family Champions can organise chats with parents / carers to provide useful strategies on developmental topics such as bedtimes, mealtimes and supporting positive behaviour. As such, The Family Champion can provide support to make small changes which can make a big difference. They can also inform families of local groups and services which may be of use. If and when appropriate, the Family Champion also has a role in signposting parents / carers to the Supporting Families Team for bespoke strategies to suit individual families.

SECTION 8 - The Wider Community

The Local Community

In Meadowburn we place a great deal of importance in our children having access to the local community. Visits to locations within the local area will be organised and members of the community may be invited into the nursery to meet the children.

Links with Meadowburn Primary School

The nursery is part of Meadowburn Primary School community and the children attending our nursery will have access to many of the facilities and resources available in the school. We aim to encourage our nursery children to feel at ease within a primary school setting.

School and Community Information

Information will be posted on our notice boards as you enter the building. Please let us know if there is anything you feel could be shared via our boards.

As part of Meadowburn's Parent Forum - all parents are entitled to attend Parent Council meetings and PTA Information regarding dates of the meetings will be sent by newsletter or email and are also published on the school's website. www.meadowburn.e-dunbarton.sch.uk

Fund Raising

With the exception of our annual budget allocated to us by East Dunbartonshire Council our main source of funding will be our Treat Fund. At certain times in the year we may organise other fund-raising activities to help us raise money for particular projects.

Although the information in this handbook is correct at the time of processing there could be changes affecting any of the matters within it, either before your child's placement begins or during the course of their placement. You will be informed of any important changes to the information.

Thank you for choosing Meadowburn EYC

<http://www.tetory.com>

