Meadowburn Early Years Centre

Nursery Handbook

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

Our Vision, Values & Aims

Our Vision

To create a warm, friendly and nurturing environment, where everyone feels welcome and included.
To inspire a love for learning, by creating an ethos where individual ideas, skills and achievements are valued and celebrated

Our values:

- **Kindness, Inspiration, Care, Respect & Co-operation**

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

We are committed to anti discriminatory practice, promoting equality of opportunity and valuing diversity for all children and families.

Our Team

Senior Management Team Deborah Hart – Head Teacher Louise Martin – Depute Head of Centre Ilona Cassidy – Senior Early Years Worker Christine Riddell – Early Years Teacher	**Early Years Workers** Jillian Towill – FT Chantelle Lamb – WThF Mark Hutton – PM Rebecca Pollock – FT Karen Harvey – MTW Sarah Hutchison- Orr - AM Abbey Chal – PM Lesley Flockhart – MT Wendy Hill – PM Ashleigh Herriot – AM Kirsty Welsh – AM Nicola Brown – AM Michelle McBride – PM Debbie Armstrong – W Th (term-time) Emma Frater – PM Kayleigh Hill - AM Emma Gould Th F – Temp
Early Years Support Worker Temp – Stephanie Moir Temp – Luke Kelly **Clerical Assistant** Antonia Spagnoletti **House Keeping Assistant** Pauline Welsh	

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 where they will start their day

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 they are 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 Balmuildy Primary School 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
Mrs Hart – Head Teacher
Tel: 0141 955 2293

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 they 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 and can be found on East Dunbartonshire website.

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.

Email/Facebook and Learning Journals
To ensure effective communication with parents and carers, we endeavour to send out important updates through **Groupcall** email. We also aim to publish information and regular updates on private Facebook page and learning journals.

- Facebook page is **Meadowburn EYC.**

Medical Information

Medication
If your child is in need of medication during their 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 office at earliest convenience. 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 they 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, however children do occasionally have minor accidents/incidents in the course of their nursery session. We will always ensure that any accident is recorded and reported to you. However, in more serious circumstances we would act promptly to have your child attended to by a health professional if necessary 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.

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 welfare that indicates they may not be safe or coming to harm we have a responsibility to inform our Social Work colleagues. Within the nursery the Depute Head of Centre and Head Teacher are the Child Protection Officers. Staff are trained in appropriately dealing with 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 EDC Advice & Response Team on 0141 777 3000 or 0300 1234510

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.

The Nursery Curriculum

What is the curriculum?

Curriculum for Excellence is Scotland's curriculum for children and young people aged 3-18. It's an approach designed to provide young people with the knowledge, skills and attributes they need for learning, life and work in the 21st century, enabling children to become:

- Successful learner
- Confident individual
- Responsible citizen
- Effective contributor.

Play Pedagogy

- Play pedagogy is a term you may hear practitioners talking about. It requires practitioners to take the lead from the children and actively respond to their individual and constantly changing needs. It is based on an understanding of how children learn and develop and the approaches that practitioners can use to enhance that process.
- Play pedagogy takes into account the importance of play in young children's learning. It balances opportunities for children to lead their own learning, with appropriate support from adults. In play pedagogy, children are supported by responsive practitioners who know when to step in and support or when to step back and observe, when to teach a new skill, or when to offer further experiences to extend and challenge learning. This means that sometimes children will be leading the learning and sometimes adults will be.
- Play pedagogy ensures that children progress through the curriculum and learn in a way that is appropriate for their development. Children will progress as expected in all areas of the Early level curriculum including in literacy, numeracy and health and wellbeing

Wonderful Wood Work

Woodwork gives children a wonderful opportunity to design, create and construct using wood and real tools!

Woodwork has a long history in early childhood education dating right back to the beginnings of early childhood education with Froebel's Kindergarten in Germany back in the 1800s.

Since then it has been embraced by many countries all over the world. Woodwork is one of those really special activities that truly engages children and encompasses all areas of learning and development. Children really respond to the challenge and very much enjoy working with wood and real tools.

It encompasses so much learning – children will be developing their physical coordination, fine and gross motor skills and hand eye coordination; they will be learning basic mathematical concepts, such as shape and measure and develop their mathematical thinking skills; they will be developing their wonder of the world – seeing tools as basic technology, understanding wood as a material and observing many scientific concepts such as the rotation of a wheel, levering nails or using a drill to drill holes; They will be developing their language with new vocabulary, using language to talk about their ideas and to problem solve; and children can develop their mark-making and drawing to express ideas on paper and also mark on the wood itself. But there are two areas where woodwork really excels. Firstly, it develops children's self-esteem and confidence – it is really empowering for children to create with real tools and they take great delight in their achievements - it really develops a can-do spirit, and secondly it develops children's thinking skills –their creative and critical thinking as they problem solve and express their imaginations with wood – which is not easy to work with!

Safety is a Priority

In terms of safety, this is prioritised at all times. We adhere to strict guidelines such as the children must wear safety glasses at all times and sawing is only ever done with 1:1 adult supervision. Of course we cannot eliminate all risk, and there will be the occasional bruised thumb, but part of children's development is that they need to learn to manage risk and make judgements to protect themselves so they are better able to make decisions in all situations that life presents.

Children manage to get through a lot of resources with woodwork and our biggest challenge is keeping up with demand. We would very much like to encourage you to help out by bringing in any offcuts of soft wood such as pine and other resources such as bottle tops, corks and lids. They really can join a lot together quite quickly so we need on-going help with this! Thank you.

Woodwork is also wonderful activity to also do alongside your child at home – tools make great presents! The book 'Learning Through Woodwork' by Pete Moorhouse could make good reading to inspire you.

Planning & Tracking progress
Outdoor play & Learning

Children's experiences and their capacity to learn and develop are enhanced by being able to experience nature first hand. Simply being outside in fresh air is beneficial, but when children are helped to actively explore nature themselves the dividends for improving outcomes are exponential
My World Outdoors

Children have daily opportunities to participate in outdoor play and learning. They can access a variety of experiences within any three of our outdoor areas.

Children have the freedom to explore and investigate, developing curiosity and imaginations.
They develop co-operation skills, managing risk and problem solving techniques through play.

Our planning process involves an equal balance of adult led, adult initiated (provocations) and child initiated learning experiences

Adult Led

- Response to planning
- Direct teaching – steer towards outcomes
- Practitioner in control of direction
- Planned outcome
- Specific outcome in mind

Adult Initiated – focussed, modelled, scaffolded & Encouraged

- Freely accessed
- Continuous provision
- Independent learning
- Consolidation or extension of learning
- Provision linked to skills development

Child Led

- No planned outcome
- Responsive to children's interests and conversations
- Spontaneous
- Unpredictable
- Evolves independently
- Adult should WAIT, WATCH & WONDER
- Child is in control of their learning – feels empowered

Observation & Assessment

- Observe
- Record
- Identify skills
- Scaffold
- Evaluate
- Plan Next Steps

Progress of learning and skills development is recorded on paper tracking logs and electronic learning journals. With parents invited as partners to contribute to learning stories from home.

We are a Right's Respecting Nursery
UNCRC Article 3 – The best interests of the Child

Getting it Right for Every Child

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 journey.

It is important that parents, nursery staff and other professionals 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.

Support for All at Meadowburn EYC

Support for All is a Multi-Agency Group who meet termly to discuss progress and next steps for children who are receiving any additional supports at nursery. The group involves Depute Head of Centre, Senior Early Years Worker, Link Educational Psychologist, Link Speech & Language Therapist and Early Years Workers.

This process will usually involve discussions with child's Health Visitor as they are a key part in the GIRFEC process. (They are not directly involved in SFA meeting)

We may ask that your child is referred to our Support for All as we have concerns around behaviour, well-being, learning or development. Any concerns will be discussed fully and consent will be required beforehand.

What to expect:

- Initial chat with keyworker
- Further conversations with nursery teacher, Senior EYW or Depute Head of Centre
- Consent to referral
- Discussion at Support for All
- Link with Health Visitor
- Discuss any next steps – this may referral to other agencies
- Arrange meetings if required

Partnerships are key to GETTING IT RIGHT for children. We strive to ensure that you have regular updates and verbal communication with keyworker as much as possible.

Parental Partnership

We have an open door policy within out 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 positive partnerships with parent/carers and families**

3. **Share experiences and keep parents/carers informed of developments within the nursery**

We value your role in your child's learning. As parents/carers, 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 they come to our nursery. We welcome any contribution you may wish to make and look forward to establishing a positive relationship with you.

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/carers, 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.

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