

KingsWellies Nursery



Parent Information Handbook

*Written: October 2014 (V1)
To be revised : Annually*



Dear Parent/Carer

Welcome to KingsWellies Nursery. I hope that you will find our handbook informative – please remember to refer to it throughout the year ahead.

Every child is an individual, from 6 weeks to five years! Our very experienced and highly qualified staff team will identify the individual needs of your child and ensure that these are nurtured through these crucial early years.

It is also important for our youngest children to receive continuity of care between nursery and home therefore the KingsWellies Nursery team will ensure that your child's familiar routine is maintained.

Children achieve many things both as individuals (toilet training, learning to walk, writing their name, putting their jacket on/off and tooth brushing) and as a group (making our nursery more eco-friendly – recycling, composting, saving energy etc). At KingsWellies Nursery, all children will be encouraged to contribute at all times; building their confidence and self-esteem, making new friends and sharing in the enjoyment and fun that nursery and pre-school has to offer.

I look forward to working with you and getting to know you all individually. I hope that your child has many happy days with us at KingsWellies Nursery.

Come and enjoy yourselves!

Kerry Robertson
Nursery Director



Nursery Hours

The Nursery is open Monday to Friday from 7.30am to 6pm. Children who attend all day will have preference for an 'early start' place from 7.30am. The morning session is from 8am-1pm although there will be additional 'early start' places available for those children who only attend in the morning. The afternoon session is from 1pm to 6pm. Please note that entry before 7.30am or 1pm sessions is not possible due to ratio management in accordance with the Care Inspectorate policies. All children must also be collected by 1pm and 6pm accordingly. It is important to arrive and collect on time.

Signing In Procedures

We have a camera security entry system in place at KingsWellies Nursery. This will ensure access by authorized persons only.

Please take your child into their playroom and allow your child (if able) to 'sign in'. **Please remember to sign your child IN & OUT every day.** At the end of each session the children are gathered in their groups for 'coming together' time, before being collected by their parent / grandparent, child-minder etc.

At all times, your child must be taken to and collected from Nursery by an adult (i.e. over 16 years of age). A signing in/out system is in operation and all children must be "handed over" to a member of staff.

Please let us know if your child is to be absent from Nursery or if your child is going to be late arriving. Please keep us informed about who is to be bringing your child to and collecting him/her from Nursery.

What happens if the person picking up my child changes throughout the day?

The person who dropped off and signed the child in, is required to notify the nursery office of the name of the new person picking up and the relationship to the child. The new person picking up must bring photographic identification if they are not already known to the KingsWellies Nursery staff. We must maintain very high levels of security and therefore we will not allow any child to leave the nursery with an unauthorized person.

It is important that our records are accurate and are kept up to date. Please inform us of any medical conditions which your child has and ensure that you read our policy on the administration of medication in Nursery. Please ensure that we not only have your daytime telephone number but also the name and telephone number of your two emergency contacts.



Settling in at Kingswellies Nursery

To help both you and your child to feel less apprehensive about starting at KingsWellies Nursery, we will arrange a 'settling in period'. This will usually take place one or two weeks prior to your official start date and consists of a few short visits over the course of the week. This experience will help prepare you and your child for their formal start date and can help alleviate anxiety.

We will be ready to cuddle and reassure your child when you leave, to ensure that he or she feels safe and secure when you depart. We welcome telephone calls during the settling in period to further reduce any worries or fears and to answer your questions.

When your child is aged between 0-3 years, you will be given a daily report sheet which outlines:

- how much they have had to drink and what they have eaten
- toileting progress eg. how many nappies they have used and their condition
- what activities they have participated in and what they have enjoyed

The nursery staff will be on hand to help you with your child's coat and other belongings and also to discuss your child's day with you. The daily report sheets are a useful reference to take home also.

All of our staff will wear name badges on their uniforms and staff photographs, job titles and names are displayed on noticeboards throughout KingsWellies.

Sleep / Quiet Times

We have a separate quiet room where your child will be able to use a cot or a small bed for their sleep times. Each child has their own set of bed linen and are calmly settled for their sleep by the nursery staff. Our youngest children will have their individual sleeping patterns fully catered for.

We also have a designated parents room which will provide a comfortable area and privacy for any of our breastfeeding mums.

Children over the age of 18 months are encouraged to have some quiet time after lunch and during the course of the session. Quiet areas will be provided in each playroom so that the children can relax comfortably.

Admission Packs

When you bring your child for their first visit to KingsWellies Nursery, you will be given an Admissions Pack which will contain several documents, some of which require you to complete and return. Please ensure that you read the contents of this pack carefully and that you sign and return the appropriate documents to the KingsWellies Nursery office as a matter of priority.



What Does my Child Need to Bring to Nursery?

Depending on your child's age and stage of development, you will need to provide:

- Expressed breast milk or pre-measured formula and bottles ready to make up as and when your child requires a bottle
- a comforter (if required)
- a suitable pair of indoor shoes (slippers, gym shoes or soft shoes)
- wellies for all year round outdoor play
- change of clothes (in their nursery bag) - suitable to the time of year
- waterproof warm jacket for all year round use
- warm outdoor clothes for playing outside in colder weather
- sun cream and sun hat for playing outside in Summer
- a small bag to store their individual belongings
- If staying for lunch, a toothbrush in a named airtight container

All articles of clothing including hats and shoes, should be clearly labeled. This will ensure that your child's property does not get lost. Trays, coat hooks and a shoe / wellie box is provided for each individual child. KingsWellies will also provide suitable overalls or bibs for 'messy play' and at meal times.

We discourage taking personal toys to the nursery as these often become lost which can cause distress to your child.

When you bring your child to nursery, please help your child to take off their outdoor clothing and change into their sandals or slippers.

Outdoor activities are an important part of the KingsWellies Nursery curriculum and children will be taken outside as often as possible.

Nursery is about discovering, creating and experimenting and a lot of this entails working with messy materials. Parents are asked to bring their children to nursery in 'play' clothes, i.e. easily washed, sleeves which roll up easily and trousers which allow independence when going to the toilet or when they want to 'dress up'.

Promoting Positive Behavior

KingsWellies Nursery is committed to working in partnership with parents to promote positive behaviour among all of our children. We encourage everyone to show respect for each other and to take responsibility for their own behaviour. We constantly use praise to reinforce good behaviour.



Communication

KingsWellies Nursery will keep you informed about events in Nursery through regular newsletters. In addition, each child will have a home/link diary or an information folder which we would encourage parents/carers to use. We also ask you to keep an eye on the various notice boards for daily information. Weekly timetables outside each playroom will keep you informed of activities that the children will be doing in Nursery. Good communication between home and school is vital if children are to derive the maximum benefit from their time in Nursery.

Throughout the course of your child's time in nursery, you will be asked, on a fairly regular basis, for your comments and suggestions on the education and care provided in KingsWellies Nursery. Feedback from parents and carers is essential if we are to provide the best service we can for your child.

Parents can be involved in the life of the nursery in a variety of ways:

- Suggestion Box – contributing your comments and suggestions
- Helping Hands – spending a morning/afternoon in the nursery
- Parents and Books – come and read to the children
- Outdoor fun - come along on our trips and visits
- Workshops and events - come to one of our parental workshops or extra-curricular activities to meet other parents and their children

Please contact a member of staff if you would be interested in helping out at KingsWellies Nursery.

Child Protection

In KingsWellies, we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the nursery, home and community.

Within our nursery, we strive to provide a safe, secure and nurturing environment for our children, which promotes inclusion and achievement.

Nursery staff are in a unique position to contribute to the protection of children and **must** share concerns with appropriate colleagues and agencies.

Every nursery and school has a Designated Officer who has been specially trained to listen to concerns and act on them as necessary. Unless satisfied that a child has not been harmed or is at risk of being harmed, the nursery must relay their concerns immediately to the social work service and/or the police. Social work and the police will then determine how and when the child's parents/carers and other services are to be informed of the concerns.

The Designated Child Protection Officer for KingsWellies Nursery is the Nursery Director, Kerry Robertson.



Kingswellies Nursery Programme

Each child is involved in a broad, balanced curriculum suited to their individual needs, interest and stage of development. At some activity areas they will work on their own, at others in a small group or larger group, sometimes with an adult and sometimes without.

The children choose what they want to do and the adult supports their learning, ensuring that they have breadth and balance. By observing your child at free play and in a group situation, we are able to plan and provide appropriate models of play for each child's development.

It is our intention to assess all children in the nursery. We will use the information gathered from the assessments to review our curriculum so that it is targeted to meet the individual needs of your child.

Nursery Curriculum

Our Nursery Curriculum is fully detailed within our KingsWellies Prospectus and also within our curricular policies.

With our children aged from 3-5 years, we follow the '**Curriculum for Excellence**'. The Early Level provides a framework for children's learning in the anti-pre, pre-school years and in primary 1. The eight curricular areas are:

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

KingsWellies will follow the national guidance set out in ***Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families***, whilst working with our children aged between 0-3 years old. The four key principles are:

- **Rights of the child**
- **Relationships**
- **Responsive Care**
- **Respect**

We will also use ***Building the Ambition : National Practice Guidance on Early Learning and Childcare (2014)***, as our key resource in guiding and supporting us in our delivery of the highest quality early learning and childcare.



We offer all of our children active learning experiences, regardless of age and stage by:

- Providing a safe and stimulating environment in which children feel happy and secure.
- Providing opportunities to engage the children's interest and imagination.
- Encouraging positive attitudes to self and others.
- Extending the children's abilities to communicate their thoughts, feelings and ideas in a variety of ways.
- Encouraging children to reach their full potential.
- Focusing on the development of Literacy, Numeracy and Health and Wellbeing skills during all learning opportunities.

During your child's time spent at KingsWellies Nursery, we aim to provide them with rich and varied opportunities to develop into successful learners, confident individuals, responsible citizens and effective contributors.

A variety of free-play areas will be set up in each playroom, these will include activities involving:

- **Mark-making, drawing and writing**
- **Books, puppets and listening**
- **Puzzles and fine motor skill activities**
- **Building and construction**
- **Small world play**
- **Sensory and manipulative skills**
- **Number and maths**
- **Exploring and investigating**
- **Sand and water**
- **Creative area for painting, modelling, making woodwork, play dough**
- **Imaginative play including Kitchen and house area**
- **Music and drama**
- **Treasure baskets**
- **Loose materials play using everyday objects**
- **Interactive resources including smartboard and new technologies**
- **Cooking and baking**
- **Planting and growing**
- **Enterprise and problem solving**
- **Role play and dressing up**



Outdoor Learning

'Outdoor learning, used in a range of ways, will enrich the curriculum and make learning fun, meaningful and relevant for children and young people. Outdoor learning can deliver sustainable development education through initiatives such as working to improve biodiversity in the school grounds, visiting the local woods, exploring and engaging with the local community and developing a school travel plan.' Education Scotland – Curriculum for Excellence Through Outdoor Learning 2010

It is now a requirement that Scottish Schools and Nurseries provide learners with *'opportunities for a series of planned, quality outdoor learning experiences.'* Education Scotland 2010.

At KingsWellies Nursery we aim to offer our children a very wide range of outdoor learning opportunities. We will be outside at every available opportunity making full use of our unique outdoor learning spaces.

Extra Curricular Workshops And Activities

We aim to provide a wide variety of learning opportunities for our KingsWellies children and their families. These will include baby massage classes, baby first aid workshops, Spanish lessons, Forest School workshops, music and drama workshops, outdoor visits and excursions.

How Can You Can Help Your Child to Develop And Learn?

You can help your child to learn by playing together at home and:

- * encouraging them **to be independent**, for example, in getting dressed and washing their hands before meals, and to share and join in with other children; encouraging them to develop healthy habits in diet , exercise and hygiene.
- * **reading to them every day**, talking about books with them and reading familiar words to them, the labels on their favourite foods, eating places , shops etc.
- * **talking with them and answering questions** - playing remembering games and guessing games like 'I Spy....'.
- * **helping them to match and sort things**, for example, putting together forks and knives or cups and saucers, pairing up socks, sorting out big tins and little tins, putting packets in order of size.
- * encouraging them **to count and use numbers in everyday situations** and in nursery rhymes.
- * encouraging them **to listen** to music, songs, stories and rhymes.
- * encouraging them **to express their ideas and feelings**, for example , using crayons, pens, pencils, paint, music and play
- * giving them a chance **to use their fingers and hands**, for example, building with bricks, cutting out with scissors, helping with baking, fastening zips and buttons and using a pencil to 'write'.



Fire Safety

As KingsWellies will be a new purpose-built building, it will comply with all fire regulations. Prior to opening, a Fire Safety Risk Assessment will be carried out and muster points identified. Regular Fire Drills will take place to allow children to become familiar with the procedures.

Additional Support Needs

If your child requires additional support for any reason, either on a temporary or permanent basis, we will make every effort to provide this support. The KingsWellies team are experienced at working closely with parents and other professionals and agencies.

We will base all that we do around the principles outlined within Getting It Right For Every Child (GIRFEC) in order to meet your child's individual needs. Please do not hesitate to contact us if you wish to discuss how we can better support your child to reach their full potential.

Transition To Primary 1

This is a very important time for you and your child and KingsWellies Nursery staff will ensure that your child is fully supported in their transition from pre-school education to P1. **Please see our Transition Policy for further information.**

A developmental Report will be written for each individual child. This report will be shared with you and with the new P1 teacher. Parent Evenings will be held twice a year for all children aged from 3-5 years old. Although the nursery staff will be available on a daily basis, this will provide you with the opportunity to discuss your child's progress in a relaxed and confidential manner on an individual basis.

Learning Journeys

Each child at KingsWellies Nursery, will have their own individual Learning Journey which staff complete regularly to record your child's milestones and achievements. These will be shared with you and your child on an ongoing basis.

Policies and Procedures

The KingsWellies Nursery Policies are fully documented and available in our Welcome Zone, in each of our Playrooms and in our Parent Room.

Our Vision, Values and Aims are outlined in our Prospectus and all Policies can be found on our website at www.kingswelliesnursery.com.

Please provide us with feedback on our Policies and Procedures as we are a very reflective nursery and are looking to improve at all times.



Equal Opportunities

KingsWellies Nursery operates an equal opportunities policy whereby we do not discriminate. We will treat each child as an individual regardless of race, gender, disability, culture or religion.

Risk Taking

Whilst the safety of the children within our care is of paramount importance, it is our policy not to be too over-protective or to limit opportunities for play. We will carry out regular risk assessments throughout the nursery in order to carefully assess the potential risks of each activity in line with your child's age and stage of development.

Care Inspectorate and Her Majesties Inspectorate of Education (HMIE)

KingsWellies Nursery is registered with the Care Inspectorate who are the registration and inspection body for all childcare and pre-school education centres in Scotland. The nursery will be inspected regularly by the Care Inspectorate (usually unannounced) to ensure the high standards of childcare and education laid down in the National Care Standards are being met.

KingsWellies Nursery will be applying to Aberdeen City Council Education Department to become a partnership nursery. As a partnership nursery, we will also be regularly inspected by HMIE.

These Inspections and the resulting reports will be fully shared with all KingsWellies Nursery parents and stakeholders.

Waiting List

KingsWellies Nursery operates a formal waiting list in a strict chronological order. If your required days or sessions are unavailable, you can elect to place your child on our waiting list. Places will be allocated on a 'first come first served basis' according to the spaces available in each age group. Priority will always be given to children who currently have siblings attending KingsWellies Nursery.

Payment of Fees At Kingswellies Nursery

Payment of fees is monthly in advance based on a 50 week year. This will be divided over a 12 month period with equal payments taken by Direct Debit at the beginning of every month.

You may also be able to apply for **Childcare Tax Credits** to help with your childcare costs. To find out if you are eligible, contact:

- Tax Credit Helpline on 08453003900 or visit
- www.taxcredits.inlandrevenue.gov.uk



KingsWellies Nursery also accepts all **Employee Child Care Vouchers** which may be available from your employer towards the cost of your nursery fees. To find out more visit:

- www.hmrc.gov.uk/childcare or
- speak to your employer

KingsWellies Nursery have applied to Aberdeen City Council for partnership status. As an Aberdeen City Partner Provider Nursery, we will then be able to accept **Scottish Government Pre-School Funding Vouchers**.

Illness, Medication, Accident And Allergies

- **Illness**

In the event that your child is ill, we ask that you contact us to advise us that your child will not be attending that day. Please also contact us immediately if your child catches an infectious illness (e.g. chicken pox), even if they are not attending that day. This will allow us to communicate contagious illnesses to other parents.

If your child has a bout of sickness or diarrhea, it is imperative that they remain at home until 48 hours has passed since the last bout before returning to nursery. This will prevent the illness being spread to other children and staff.

We have trained First Aider's at KingsWellies Nursery. If your child becomes ill during a nursery session, we will contact you immediately to discuss an agreed course of action.

- **Medication**

Parental permission is required for all medication to be administered at KingsWellies Nursery. Parents will be asked to complete medication consent forms as appropriate.

- **Accident**

If your child has an accident at KingsWellies Nursery, the qualified First Aiders will attend to him or her. All accidents are formally recorded and advised to parents / carers and if symptoms are more serious or persist, we will contact you directly.

- **Allergies**

If your child has an allergy or an intolerance, please make this known on the Admissions Forms. Signs, symptoms and medication must be notified to the Nursery Manager. Any new allergies or medical changes must be notified in writing by completing a new Medical Information form.

We will ensure that we inform both Entier and our kitchen staff on any specific food allergies and this will be highlighted on your child's records. Should the staff observe a potential allergy, they will inform you immediately and update your child's records.



Kingswellies Nursery - Complaints Policy

We are committed to delivering a quality service to all our users. We aim to take effective action to ensure standards are upheld and welcome being informed where they have not been met satisfactorily.

We believe a complaints procedure can contribute to the quality and effectiveness of our service. This policy statement sets out a procedure for parents and carers to complain about any aspect of the service. Complaints should be made constructively and every effort will be made to resolve them at an early stage. It is in the best interests of parents, carers, children and staff that complaints are dealt with fairly and confidentially.

- At KingsWellies Nursery we shall respond to the comments or complaints of all parties as promptly and positively as possible.
- In the first instance the complainant should contact the nursery staff or nursery manager for informal feedback. This may be all that is required to resolve the problem.
- Persons making a complaint may be supported by a friend, relative, or representative at different stages of the procedure.
- If the problem remains unresolved, the complainant should contact the Nursery Director, either by letter, telephone or in person.
- The Nursery Director will listen to the complaint and investigate the circumstances surrounding it.
- The Nursery Director will then report back to the complainant and try to resolve the problem.
- If the complaint cannot be resolved at school level, the complainant may contact the Care Inspectorate at 01224 793870
- Complaints will be acknowledged within 5 working days. Please allow 28 days to investigate a serious complaint.
- A record of complaints is kept in KingsWellies Nursery. It may be shared with Aberdeen City Council officials or officers of the SCSWIS / Care Inspectorate, otherwise it is confidential.
- Should parents wish to contact Social Care and Social Work Improvement Scotland (SCSWIS) / Care Inspectorate direct, they may call 01224 793870