



Williamwood Parish Church, Seres Road, Clarkston G76 7PG

Nursery Tel: 07906 954441 www.clarkstonplaygroup.org.uk
Waiting List Tel: 07906 956588 info@clarkstonplaygroup.org.uk
Registered Charity No SCO10635

Handbook

Clarkston Nursery operates in partnership with East Renfrewshire Council to provide early years education for children aged 2 years 6 months to 5 years, covering children's ante pre and pre-school years as well as the run up to these. We are a all-denominational nursery and are managed by Mrs Maureen McKendrick.

We accept children from 2 years 6 months of age for a fee of £ per session

From the beginning of the month following a child's third birthday the majority of the session cost may be met by council funding (£1.50 supplementary resources fund charge per session applies). To be eligible for this their birthday must fall on or before the 28th of February of that year. We must inform the council of their attendance and intention to claim council funding prior to August 31st of the academic year in which the funding will apply.

Children whose birthdays fall after 28th February will not be entitled to council funding until the beginning of the next academic year.

Sessions

9.20am - doors open and sessions starts
12.30pm - doors reopen for pick up at 12.20pm.

We can accommodate up to 31 children per session. We run for 38 weeks per year in line with local schools and council nurseries.

Ethos

We value: integrity, equality, respect, happiness

Our vision is:

- To offer an experience through which children can realise their individual potential in a safe, caring, stimulating environment which meets their individual needs

- To deliver this via a curriculum which:
 - Offers breadth as well as depth
 - Challenges children
 - Enables children to make progress and choices about their learning
 - Is coherent and relevant to children
 - Is, above all, enjoyable for children

We aim to:

- Place the child at the centre of all we do

- Recognise the individuality of each child and meet their needs on an individual basis

- Work in partnership with the child, parents and other relevant bodies

- Provide a holistic experience which will set children on the path to being confident individuals, successful learners, effective contributors and responsible citizens

By providing a warm, safe and welcoming environment where children are happy we help them to develop independence and social skills. Our children learn and develop through play and a carefully considered curriculum tailored to suit each child and allowing them to develop at their own pace.

We develop close relationships with families and the local community so that we all feel valued, supported, confident and secure with a strong sense of belonging and partnership. We work with services and agencies including other Early Years establishments, Speech & Language, Psychological Services, and Social Work where appropriate to support our children and help them realise their potential.

We aim to give equal opportunities to all and develop positive attitudes of self respect and respect for others, their needs, opinions, property and environment. We celebrate children's achievements daily both informally during play and activities.

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| Practical Information |
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Term Dates 2016 - 2017

First Term 2016-2017

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|---------------------------|-----------------------------------|
| Teachers return | Thursday 11 August 2016 |
| In-Service | Thursday 11 August 2016 |
| In-Service | Friday 12 August 2016 |
| Pupils return | Monday 15 August 2016 |
| Last day of school | Thursday 22 September 2016 |
| September Weekend | Friday 23 September 2016 |
| September Weekend | Monday 26 September 2016 |
| Re-open | Tuesday 27 September 2016 |
| Last day of school | Thursday 13 October 2016 |
| In-Service | Friday 14 October 2016 |
| Re-open | Monday 24 October 2016 |
| Last day of school | Wednesday 21 December 2016 |

Second Term 2016-2017

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|---------------------------|----------------------------------|
| Re-open | Thursday 5 January 2017 |
| Last day of school | Thursday 9 February 2017 |
| In-Service | Friday 10 February 2017 |
| Mid Term | Monday 13 February 2017 |
| Mid Term | Tuesday 14 February 2017 |
| Mid Term | Wednesday 15 February 2017 |
| Re-open | Thursday 16 February 2017 |
| Last day of school | Friday 31 March 2017 |

Third Term 2016-2017

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| Good Friday | Friday 14 April 2017 |
| Easter Monday | Monday 17 April 2017 |
| Re-open | Tuesday 18 April 2017 |
| Last day of school | Friday 28 April 2017 |
| May Day Holiday | Monday 1 May 2017 |
| Re-open | Tuesday 2 May 2017 |
| Last day of school | Thursday 25 May 2017 |
| May Weekend | Friday 26 May 2017 |
| May Weekend | Monday 29 May 2017 |
| In-Service | Tuesday 30 May 2017 |
| Re-open | Wednesday 31 May 2017 |
| Last day of school | Tuesday 27 June 2017 |

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| Staffing |
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We have five members of qualified staff all of whom participate in ongoing training and at least one of whom will always hold a current first aid certificate and all of whom are either currently registered or are un the process of registering with the relevant bodies. We also employ a general assistant for duties such as snack preparation, cleaning and administrative duties.

| Name | Position | Days Worked | | | | | Qualification | Registered | Experience |
|---------------------------|--------------------|-------------|----|---|----|---|---------------------------------------|-------------------|--|
| | | M | Tu | W | Th | F | | | |
| Maureen McKendrick | Manager | • | • | • | • | • | BA Childhood Practice | SSSC ¹ | 18 years as Nursery Practitioner & Manager |
| Marie Doohan | Child Dev. Officer | • | • | • | • | • | SVQ 3 Early Years Care & Education | SSSC | 13 years as CDO |
| Eleni Charalabous | Child Dev. Officer | • | • | • | • | • | HNC Early Education & Child Care | SSSC | 12 years as CDO |
| Heather Nolan | Child Dev. Officer | • | • | • | • | • | HNC Early Education & Child Care | SSSC | 7 years as CDO |
| Julie Struthers | Child Dev. Officer | • | • | • | • | • | SVQ 3 Early Years Care & Education | SSSC | 5 years as Relief CDO 6 year as CDO |

¹Scottish Social Services Council

Committee

A management committee, made up of parent volunteers, is responsible for the administrative running of the nursery. They are your representatives and do this on your behalf. Please give them every support – as a registered charity we simply cannot run without them.

Income

The nursery income comes from three main sources:

- Council funding for children in their pre and ante pre-school year
- Fees from parents for children under three / non-funded children
- Fund raising

Funding

Council Funding is available from the month after the child's third birthday. To be eligible their birthday must fall on or before February 28th of that year we must inform the council of their attendance prior to August 31st of the academic year in which the funding will apply. Should you wish to split a child's funding between two different providers this *must* be arranged directly by the parent with the council prior to the child starting nursery.

There is a £1.75 per session 'resources' charge for all children payable to the nursery which goes towards resources such as daily snacks, visiting specialists, provisions for special occasions such as parties and the purchase and maintenance of equipment.

Fees

Fees for non-funded children are £11.05 per child per session plus the toy/snack fund. Fees are payable one month in advance online (details on your monthly invoice) or, if this is impossible, over the counter at a Bank of Scotland directly into the nursery account. They will be requested on the 20th of the month and are due on the 1st of the following month. Anyone not paying fees by the 7th will incur a £25 late fee. The nursery is a registered charity and so non-profit making. It needs the fees in order to run. We know you will appreciate this and help us by ensuring prompt payment

In the unlikely event that fees are not received by the 15th of that month your child will unfortunately not be able to attend nursery until the money has been received. Continued non-payment may result in your child losing their place. **One month's notice is required should you wish to withdraw your child from nursery with fees payable for that month.**

Fundraising

Fundraising is vital to the operation of the nursery. We are a registered charity and non-profit making. **In order to keep fees to a minimum we rely on fundraising.** There will be a number of events throughout the year organised by your hardworking committee members and we ask that you support these as much as possible.

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| Prior to Starting Nursery |
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Admissions Policy

Clarkston Playgroup & Nursery holds a waiting list for future admissions. A child can be registered on the waiting list from 18 months of age. Places are allocated in April for the forthcoming academic year as follows:

- **Funded children will be given priority as follows:**
 - ❖ **Returning Funded Children:**
Returning pre-school children followed by returning ante pre-school children
 - ❖ **New Funded Children :**
New pre-school children followed by new ante pre-school children
- **All subsequent places will be allocated according to date of registration on the waiting list with priority being given to those parents willing to become involved in the parent management committee.**

When allocating funded places, priority will be given to East Renfrewshire Council residents. Non ERC residents may be allocated a funded place subject to availability and to the council's approval of funding. **Please note – cross boundary funding be East Renfrewshire is not guaranteed.**

Where a place becomes vacant during the course of the academic year it will be allocated to the longest registered child eligible to start immediately i.e. a child already at least 2 years 6 months old. No funded places can be offered after 31st August of any given academic year even where a funded child leaves / declines to take up their place due to East Renfrewshire Council's funding policy. A deposit of £75 is required upon application with £50 of this being refunded against your fees once your child takes up their space.

Should you wish to visit the nursery with a view to applying or once you have been offered a place you and your child would be more than welcome. You and your child will be invited for an induction prior to taking up your place at nursery. Should you wish to make a separate arrangement to visit please phone the nursery on 07906 954441 to make a specific arrangement.

Registration and Consent

Prior to your child starting nursery you will receive a copy of our registration, medical and consent forms. These should be completed by yourself during your Induction visit. Your child cannot be left at nursery until we hold these completed forms. **Should any of the registration, consent or medical information change then please remember to inform us immediately.** We take part in the vision screening programme for pre-school children as well as the Childsmile Tooth brushing initiative. Further details will be given to you at the time where applicable.

What to Wear and Bring

Children should wear day clothes NOT best clothes! Uniform items consisting of red sweatshirts and / or polo shirts are available to purchase directly from us but whether or not your child wears it is entirely up to you. Please put your child's name on clothing and other belongings. Shoes should be soft shoes e.g. gym shoes. Outdoor shoes should not be worn. Please also provide a change of clothes in case of accidents. There are pegs in the foyer for coats and bags. These are numbered your child's allocated number will be displayed. Outdoor shoes should also be left here.

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| Daily Arrangements |
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Premises and Equipment

The nursery has the use of one large and one small hall as well as a kitchen, toilet and small outdoor area. We use both halls everyday. We have a range of resources suitable to the age and stage of the children in our care:

- Fiction and reference books, story tapes etc
- Jigsaws, puzzles and games
- Construction equipment e.g. Duplo, building blocks
- Imaginative & role play resources e.g. dressing-up clothes, kitchen & play food
- Small World activities e.g. doll's house, train set, garage and cars
- Arts and Crafts e.g. paint easel, 'sticky picture' material, junk modelling
- Writing material e.g. pens, pencils, crayons, paper, notebooks
- Musical instruments and music to listen to
- Climbing frame & large see saw
- Active play equipment e.g. hula hoops, bean bags, cones, space hoppers
- ICT in the form of Laptop computers and Walkie Talkies

Entrance and Security

The front door of the church hall will be manned by a member of staff from 9.20am until 9.40am and from 12.15pm until 12.30pm. Out with these times the door will be locked and should you wish to enter please ring the bell.

Afternoon sessions begin at 1pm and the doors are opened at 2.50pm for collection. All children should be collected by 3pm. A late fee of £5 will apply to anyone arriving after that time.

Drop Off

Parents / Carers should accompany their child into the hall to join their designated group and sign their child in, completing the name of the person collecting that day. Key workers will be available in the room should parents / carers wish to speak to them for the first few minutes. Children are free to play until Welcome Time starts at 9.30am.

The afternoon sessions see the children beginning with a short welcome time then they have access to 'freeplay' activities for the rest of the session.

Pick Up

All children are collected from the small hall. Please wait outside the doors to the hall at pick up time. The children sing a goodbye song each day to signal the end of the session. A member of staff will then call each child out one at a time and hand them over to their parent / carer at the hall door. The parent / carer collecting at pick up signs the child out in the foyer before leaving. This is to ensure that that each child goes home with an authorised person.

Should anyone unknown to us need to collect your child from nursery we ask that you inform staff in advance where possible or by phone on **07906 954441**. If, the person collecting changes during the course of the session please also phone to let us know. If, in an emergency this is not possible we ask that you give the person collecting the child the emergency password which you will agree with staff at your induction meeting. Staff will ask for the name of the person and the child they are collecting as well as the password. This is very important as it ensures your child's safety.

The Nursery Day

- **Welcome Time**

Children will sign in and at 9.30am will join their key worker's group on arrival for our welcome song & register. They will count the number of children attending, talk about our Golden Rules and discuss the day ahead. Welcome time takes a similar theme for our afternoon children – sessions begin at 1pm.

- **Active play in Hall 1**

This forms the main part of the children's nursery day. There are a variety of well-planned and balanced activities on offer to provide a stimulating experience and promote learning across the curriculum. Staff interact with individuals and small groups to support and enhance the children's learning experiences.

- **Snack Time**

This is a free flow snack which children can access between 10 am and 11.15am. Following nutritional guidance this comprises either milk or water and a selection of fruit followed by toast, crackers, oatcakes and the like. Special dietary requirements can be accommodated. Please note, as the PM session is only two hours long and is directly after lunch, no snack is provided. Water is always available for all children.

- **Active play in Hall 2** – There will be an adult led activity in the smaller hall which children can access.

- **Tooth Brushing Time**

We participate in a tooth brushing programme. The nursery will provide each child with toothpaste and a toothbrush labelled with their name.

- **Group and Song Time**

We end the session with a whole group time and songs, rhymes, drama or stories. This provides the opportunity for reflection on the day.

We also make use of our outdoor area on a regular basis.

Snack

If your child has any special dietary requirements or allergies we are more than happy to accommodate these. Details and arrangements will be made upon registration.

Wraparound

A lunchtime wraparound service is offered daily from 12.30pm – 1pm at a cost of £2.50. There is no need to book in advance – Simply bring your child's lunch and sign up on the daily wraparound sheet. We would suggest you put a 'cold pack' in the lunchbox as these will not be refrigerated in nursery. You will be invoiced along with your monthly fees.

Absence

If your child is absent from nursery for any reason please inform your child's key worker in writing in advance where possible or by 10am by phone or text on **07906 954441** giving a brief explanation and anticipated date of return. This is in keeping with child protection guidelines. If we do not hear from then your child's key worker will phone to confirm that your child is absent and to gather the information requested above. Fees are still applicable as the nursery will be staffed to a ratio which is based on all children who are expected attending.

Late Coming

Clarkston Nursery encourages regular attendance and punctual drop off and pick up. This is in the best interests of the individual child and of the needs of the children as a group. We ask you to be punctual whenever possible in order that your child gets the most out of their time with us and so as to minimize disruption to others once the session has started. However, we appreciate that occasionally unexpected instances will mean that parents / carers will be late dropping off and **children are always welcome to attend – there is no ‘last entry’ time.**

Late Pick Up: Pick up is by 12.30pm. We appreciate that parents / carers will occasionally be held up due to unforeseen circumstances. Where this occurs we would ask that you **phone nursery on 07906 954441** (both to make us aware of the situation and in order that we can reassure your child and give them an estimated time of arrival). If you arrive to collect your child **once the wraparound session has started you will be charged** accordingly at the current rate and billed in your subsequent fees invoice. **Should you be late to pick up from wraparound, staff will be paid overtime and you will be charged for this at the current rate of pay.** This will be added to your subsequent fees invoice.

Non-Arrival of Parent / Carer: In the unlikely event that a parent / carer does not arrive to pick up their child as scheduled 2 members of staff will remain with child at all times and the following will occur:

- **Step 1**
The **parent / carer will be phoned** on the numbers given on the registration form (mobile / home / work). *If we cannot reach the parent / carer:*
- **Step 2**
The **other listed contacts and emergency contacts** given on the registration form **will be phoned.** *If we cannot reach any of the other listed contacts:*
- **Step 3**
The **Duty Social Work Officer will be contacted** and arrangements made for the child to be taken into their care until such times as the parent / carer can be contacted and a message will be left where possible on the parent / carers phone to inform them of this.

Accidents, Injuries, Incidents and Illness

All minor accidents or injuries are recorded in our accident book which parents will be asked to sign. If your child becomes unwell whilst at nursery you or the emergency contacts you have given will be contacted. Your child will be cared for until someone arrives to take them home. In the event of a medical emergency an ambulance will be called for and a member of staff will stay with the child until you arrive.

If your child is suffering from a heavy cold, virus or other infectious condition please keep them at home to avoid spreading the illness. If your child has vomited or is suffering from diarrhoea then please keep them off nursery until 48 hours have passed since the last occurrence.

Medication will be administered where strictly necessary and only where this has been discussed with staff and a plan drawn up and signed by the parent / carer in advance. Should your child require medication then please speak to their key worker immediately in order that we can put these measures in place.

Any incidents between children which lead to injury will be recorded and parents of both children asked to sign an Incident form at the end of the session.

Toileting

Your child does not need to be toilet trained to attend nursery although it is beneficial if they are. Staff will change nappies if necessary but we do ask you to provide your own nappies, wipes and bags. If your child has a toileting accident whilst at nursery this will be treated sensitively and we will reassure the child and inform the parent / carer at pick up. Please provide a change of clothes for your child in case of need.

Fire and Evacuation Procedure

When the fire alarm sounds the children will be led in file by two Child Development Officers from each hall, through the emergency exit door into the foyer and then out to the Seres Road side of the church. As they exit the Manager will perform a headcount taking the mobile phone, register and First Aid Box with her. A named Child Development Officer will check the playroom & toilet to ensure no children or staff remain in the building before exiting. Children & staff will congregate in front of main doors to the Church and a register will be taken. Children & Staff will re enter the building the building when given the all clear.

In the event of a full evacuation of the nursery building staff will accompany children to Williamwood Medical Centre situated at the traffic lights at the junction of Seres Road and Eastwoodmains Road. Parents will then be contacted to come and collect their child.

Concerns

Should you have any concerns about your child educationally, socially or emotionally or in any other respect please get in touch either in person at pick up or drop off, by phone or by email. We will normally be able to meet with you that day to discuss matters, no matter how big or small the concern.

We have procedures in place to support children with additional needs be they temporary or longer term and will hold an initial meeting with parents as well as regular follow up meetings where appropriate, keeping parents / carers informed every step of the way.

Queries, Comments & Complaints

Queries and comments can be made in a number of ways – in person, by email, by phone or in writing.

Formal complaints should be marked as such and addressed in writing to the current chairperson. Should the chairperson be unavailable then either the treasurer or secretary should be contacted. The chairperson will have up to a fortnight to investigate the matter and reply to the complainant. In the unlikely event that the matter remains unresolved the complainant will be advised of what further action is available to them.

Complaints may also be addressed to the Care Inspectorate, 4th floor, 1 Smithhills Street, Paisley PA1 1EB Tel: 0141 843 4230. See www.careinspectorate.com for further details.

Parental Involvement

The nursery is committed to a family-centred approach to learning. We aim to work with and involve children's families as part of the nursery experience.

Home – Nursery Links

We encourage links between home and nursery. This includes the regular display of information about what is going on at nursery, activities which involve learning both at home and at nursery, suggestions of activities to extend and build on what children have learned in nursery and the offer of guidance and support for children and families at key moments or indeed whenever it is needed.

Opportunities to Become Involved

As a parent or carer there are a number of ways you can become more involved in the life of the nursery:

- Joining the committee
- Helping out at nursery events
- Attending performances, workshops and family events
- Volunteering to come in and share your knowledge or talents
- Giving your thoughts and views both unprompted and when asked via our periodic questionnaires, surveys and comments slips

Information, Support and Advice

We will provide regular information regarding your child's education as well as support and advice on how to help your child, particularly at key stages e.g. transitions.

Key Worker

Each child is allocated a key worker. While all staff will get to know and work with all children, your child's key worker will have a special interest in your child and will monitor, record and report on their progress. They will also conduct your parent / carer consultation. Advance notice of absences / holidays, any change in circumstances etc should be communicated in writing to the key worker. Any questions regarding your individual child's progress should also be referred in the first instance to the key worker.

Links to further information, advice and support can be found here:

<http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/LinksforParents.htm>

Communication

In the foyer you will find the nursery notice boards. These form one of our chief means of communication with you as a parent / carer. Please check them each day to ensure you are kept up to date. In addition you will receive regular emails and we also have a facebook page and website:

<http://www.facebook.com/pages/Clarkston-Playgroup-Nursery/225864967426525>

<http://www.clarkstonplaygroup.org.uk/>

Learning in the Nursery

Curriculum Framework

The nursery follows the Scottish Office Curriculum Guidelines:

- For children under three
'Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families'
- For children aged between three and five years
'A Curriculum for Excellence'

The curriculum is the foundation for learning and the development of the child through play, planned activities and the use of resources. It is based on the different aspects of children's development and is designed to take account of the individual and allows each child to develop at their own pace. There are 8 key areas:

Health & Wellbeing
Literacy
Numeracy
Expressive Arts

Sciences
Technologies
Social Studies
Religious & Moral Education

Children will learn through active play both indoors and outdoors. There will always be a range of resources and activities on offer and children will be involved in making choices and decisions about what to learn and how to go about it through regular consultation and discussion. They will have the opportunity for daily physical activity and to develop their literacy, numeracy and health and wellbeing skills including those that will ultimately lead to social, emotional physical independence.

Children's learning experiences will be enhanced by local trips and by visiting specialists who visit the nursery both regularly and for special events such as:

- Enjoy-a-Ball
- Imagifun
- Think Science
- Library Services

Where an aspect of learning may be sensitive for a particular child or group of children the nursery will inform parents and offer the opportunity to discuss the matter to support both the child and the family.

We are an all denominational nursery. As such all religious education offered is balanced and there is no promotion of any one religion. We explore a variety of beliefs and the celebrations and events linked to these. It is your right, should you wish, for your child to be withdrawn from any such religious education. If this is the case then please contact the nursery manager to discuss the matter.

Above all our aim is for your child to have fun and learn through play.

More curriculum information can be found by asking staff or by following these links:

<http://www.educationscotland.gov.uk/parentzone/>

<http://www.educationscotland.gov.uk/earlyyears/prebirthtothree/parentsandcarers.asp>

Assessment and Reporting

Planning

We plan regularly to deliver high quality learning experiences for the children centred around an ongoing theme.

The children are very involved in deciding the current theme and how that theme develops. We use a system where the children and staff create a display on the theme in question, recording and planning their learning on an ongoing basis. These will be made available to parents on a regular basis.

Tracking and Assessing Children's Learning

We track children's progress in core Literacy, Numeracy and Health & Wellbeing learning outcomes as they progress through the early level of Curriculum for Excellence from developing to consolidating to secure. Our tracking is based on observations and assessments of children's progress built in to their learning experiences. We welcome your input as parent / carer in this progress and would encourage you to talk to your child's key worker about your own assessment of your child's progress and needs.

Profiles

We keep a learning profile for each child, which includes updates on their progress, samples of their work and photographs of achievements. Children are involved in choosing what work is included and in assessing their progress and determining their next steps. This profile is available to staff, children and parents and, once again, we welcome your input, particularly in relation to children's wider achievements outside the nursery.

Reporting

An update will be issued towards the end of the Xmas term, and again at the end of the academic year, giving information on children's progress in the key areas along with other significant achievements and next steps.

Parent / Carers Consultations

Towards the end of the academic year you will be offered a consultation with your child's key worker to discuss your child's progress and future learning. Parents of pre-school children will be offered a chance to discuss their child's upcoming transition to school.

If you as a parents / carer or if staff feel that a consultation would be of benefit at any other point in the year then we are always happy to offer a meeting. Please simply approach your child's key worker or the manager to request an appointment.

Transitions

Starting Nursery

Along with your child's registration and consent forms you will receive an 'All About Me' form which is designed to provide staff with information about your child, their family and their likes, dislikes, experiences and interests. This is used to identify any particular needs your child may have and to help us support them in settling in the nursery environment as successfully as possible.

Induction

Our aim is to tailor a child's induction into nursery to their individual needs.

Discussions will take place regarding settling in during your induction visit and any subsequent visits which may be deemed necessary before officially starting. The Parents / carers will be supported in making a decision about when to leave their child. This could be straight away, after a few minutes or an hour or not at all on day 1 and every day until they are settled.

We aim to be as flexible and adaptable as possible during this sensitive time. Our advice is only that you leave as soon as your child seems ready, that you tell them that you are going and that you then do so, even if only for a few minutes at a time. The staff are experienced in supporting both children and their parents / carers in this process and will be on hand to offer support and advice should you or child find the process challenging.

Moving On

When most children leave our nursery they will be moving on to one of the local primary schools. A copy of their most recent report will be sent to the receiving service and staff will discuss moving on with your child. At the end of the academic year we will focus on transition and changes with the children looking at feelings and preparing for change. For those moving on to school, further information and support will be available during the pre-school year, particularly from Easter onwards.

You can help prepare your child by attending any induction or information sessions offered by the receiving service and by discussing the upcoming move with your child.

Children from our service often move on to:

Carolside Primary School
St Joseph's Primary School
Busby Primary School
Our Lady of the Missions Primary School
Giffnock Primary School

Support for Children

Children may require additional support for any number of reasons including those who are making particularly fast progress, those who have an identified needs such as in speech and language development or those who are experiencing a challenge in their family life such a bereavement, illness or separation.

We have an Additional Support Needs policy, a copy of which can be found in our policy folder in the nursery foyer. We have procedures in place to identify and support children with additional needs be these needs temporary or longer term. We also work with support services such as educational psychologists, speech and language therapists and social work to meet children's additional needs.

If your child's key worker feels that you child has additional support needs you will be invited to a meeting to discuss the matter. Your involvement and opinion as parent / carer is a vital part of the support process and you will be involved both initially and in regular follow up meetings.

If you, as a parents / carer have concerns or feel that your child may have additional support needs please do not hesitate to contact us and request a meeting.

Improvement

We consult children and parents / carers regularly about the service we offer. We value this highly and give careful consideration to the opinions and suggestions expressed. We provide feedback on these, whether or not we act upon them, giving reasons for our decision.

Children are consulted informally all the time regarding topics for learning within the nursery. We also consult them in a more specified way from time to time e.g. concerning planned changes to our outdoor area.

Parents are consulted in an email from the manager at the end of each month. Please take a few minutes to think about and feed back to us on the 'Question of the Month' – your views are important to us. The results of this are collated and published for parents at the end of the academic year. We also consult parents periodically throughout the year as matters arise e.g. about afternoon opening, wraparound hours, snow closure procedures etc. Of course, we are always more than happy to hear parent / carer's views at any time and we have a suggestions and comments book and an open door policy when it comes to talking to staff.

We have an annual Standards and Quality Report and Improvement Plan which are informed by the feedback from children, parents / carers, staff and outside agencies such as inspection services and visitors to our centre. These are available for you to look at on our website: www.clarkstonplaygroup.org.uk.

We are inspected by both the Care Inspectorate and by Education Scotland. Reports from these bodies can be accessed via their websites:

www.careinspectorate.com

www.educationscotland.gov.uk

Policies & Procedures

A copy of all of the nurseries policies and procedures is available for your information in a clearly labelled folder in the nursery foyer. The following information is of particular relevance.

Equalities

The nursery is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission we seek to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2012
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a relevant protected characteristic and those who do not.

Clarkston Nursery has clear guidelines and procedures for dealing with incidents of inequality. We encourage you to raise any concerns with us. Our Equalities Coordinator is Maureen McKendrick and can be contacted by emailing manager@clarkstonplaygrup.org.uk or phoning the nursery on 07906 954441.

Confidentiality & Data Protection

Data Protection Act 1984

Information about children, parents and guardians is stored on computer and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1984 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the nursery. **Any changes must be communicated to the key worker immediately.**

Child Protection Policy

At Clarkston Playgroup & Nursery we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

Within our nursery we strive to provide a safe, secure and nurturing environment for our children. This promotes inclusion and achievement. All education staff have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our Child Protection Policy and Procedure sets out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. This policy is designed to ensure that children get the help they need when they need it.

Every member of staff undergoes a minimum of one child protection training activity each year. Some of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

We have support systems in place and we work closely with our partners in Social Work, Health and the Police Scotland. The nursery is committed to ensuring that the best possible supports are available to children when they need them.

The child Protection Coordinator for the nursery is Maureen McKendrick, Nursery Manager. If you would like any further information or a copy of the nursery policy, please contact the nursery. If you would like to discuss this important matter further then please make an appointment to see Maureen McKendrick.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the manager or to a member of staff at one of the following agencies:

| | |
|--|---------------|
| Clarkston Social Work Office: | 0141 577 4000 |
| Barrhead Social Work Office: | 0141 577 8300 |
| Standby Social Work Out of Hours: | 0800 811 505 |
| Strathclyde Police Family Protection Unit: | 0141 532 4900 |

It is the duty of everybody to be vigilant about child protection issues and take appropriate action in response to any concerns they have.

Here in Clarkston Nursery, we have a Breastfeeding Friendly status. Please see the policy below for more information.

Breastfeeding Policy

It is well documented and there is no doubt, that breast feeding gives young infants the very best start, health wise, in life. Here in Clarkston Nursery, we are happy to welcoming breastfeeding parents and will support them in any way we can. We have developed this policy in order to ensure we promote a 'Breastfeeding Friendly Approach' in nursery. We believe that where possible, breastfeeding provides the best start to a baby's life, and we will promote this through the ethos of our nursery. We will provide information of sources of support for nursing mothers and support them in making informed choices relating to their child's nutrition. We will reflect the importance of breastfeeding by using resources within the nursery which will contribute to public acceptability and attitude change towards breastfeeding, promoting it as the cultural 'norm' in our setting. All breastfeeding families will be welcome to do so in any area of our nursery.

In compliance with the Breastfeeding (Scotland) Act 2005, The Equality act (2010) and East Renfrewshire Council Policy Statement for Staff and Public, it is against the law to prevent a mother from breastfeeding her baby. We support this wholeheartedly here in Clarkston Nursery and any mother wishing to breastfeed her child will be encouraged to do so in a way which is comfortable for her. Should the parent be happy to feed in the public areas of the hall, they will be welcome to do so. However, if the parent requests somewhere more private, one of the rooms behind the kitchen will be made available, complete with a seating area to provide comfort for both mother and baby.

All staff have been trained (and will continue to be trained in the event of staff turnover to a minimum of 80%) to enable them to offer advice and support to breastfeeding mothers and will be happy to assist in any way possible, including dealing with any misgivings voiced by other service users. Staff will tactfully and discreetly make any disgruntled parents aware of the current legislation, and if necessary, offer the parent with misgivings an alternative place to wait within the nursery.

We will promote breastfeeding through our resources – for example, removing feeding bottles from the role-play corner, and staff will happily engage with children in discussion about the benefits of breastfeeding. Posters will be displayed in the public areas of our nursery assuring breastfeeding parents they are most welcome here and to promote breastfeeding to the wider body of parents as a whole.

Staff

Should any of our staff have children of an age requiring breastfeeding, this will be facilitated within the centre. Children can be brought in for feeding and a comfortable

area will be provided for the staff member. Opportunities for expressing milk will also be discussed with any member of staff requiring doing this for comfort.

Maureen McKendrick (Manager) Adopted January 2016

Further Information

Should you wish to discuss any of the matters in this handbook or any other matter relating to your child's nursery experience please feel free to approach a member of staff at any time. Where possible someone will address the matter there and then. If this is not possible arrangements will be made to discuss things with you at a later date. Please note that we have an office available for private discussion.

Links

Our website

www.clarkstonplaygroup.org.uk

Care Inspectorate

www.careinspectorate.com

Education Scotland

www.educationscotland.gov.uk

www.educationscotland.gov.uk/thecurriculum/

East Renfrewshire Council

www.eastrenfrewshire.gov.uk

www.ea.e-renfrew.sch.uk/curriculumlinks/Links/LinksforParents.htm

Additional Support Needs

www.enable.org.uk

www.enquire.org.uk

Psychological Services

http://blogs.glowscotland.org.uk/er/Psychological_Service/