



Kilbarchan Community Nursery



Early Learning and Childcare Establishments

Local Authority

Managed and run by the local authority

- Nursery Classes
- Early Learning and Childcare Centres

Community Nurseries

Owned and managed by the community with the option to apply for partnership status with the local authority. Most community nurseries are registered charities and depend on fundraising to top up the funding received from the government.

Private

Privately owned and run as a business for profit with the option to apply for partnership status with the local authority to offer government funded places.

- Day Nurseries

Childminders

Registered childminders now have the option to apply for partnership with their local authority to provide funded childcare.

History of Kilbarchan Community Nursery

- **September 1984:** The nursery was set up by local parents.
- **1998:** Parents voted for the nursery to remain a community run group rather than being taken over by the local authority.
- **1999:** The nursery entered a partnership agreement with Renfrewshire council to provide funded places. The current building was constructed within the grounds of the primary school, which the nursery has leased from Renfrewshire Council ever since.
- **January 2016:** The nursery re-registered with **The Office of the Scottish Charity Regulator (OSCR)** as a **Scottish Charitable Incorporated Organisation (SCIO)**.
- **August 2021:** The nursery takes part in a tendering exercise every 3 or 4 years to provide funded early learning and childcare through a partnership agreement with Renfrewshire Council. We have just secured our Partnership with Renfrewshire Council once again for the period starting in August. This contract is to provide 1140 hours, or up to 30 hours per week during term time, of early learning and childcare.



Funding

- Government funding via partnership with Renfrewshire Council @ £5.32 per funded hour
- Fees for additional sessions @ £5 per hour
- Donations
- Fundraising
- Grants





Sessions

The nursery is open during Renfrewshire Council school termtime.
Children are funded for up to 30 hours per week.

Our flexible options include:

- Monday – Friday 09.00 – 15.00 (school day equivalent)
- 3 Full Days (10 hours) 08.00 – 18.00
- 4 x 7.5 Hour Days (08.00-15.30, 08.30-16.00 or 09.00-16.30)
- We also accommodate more flexible models depending on availability
- Funding can also be split between two childcare providers e.g. some sessions at Kilbarchan and some with a childminder or year round establishment.



Roles of Parents / Carers

By sending your child to a community nursery your family has the opportunity to get involved in nursery life.





A Community Nursery

Responsibilities of Parents and Carers

Nursery Management

- Legal Responsibilities
- Staff Management



Raising Funds

- Organising Fundraising Events
- Grant applications



Garden and Minor Building Maintenance





Trustees

What is a trustee?

- Trustees are elected by parents at the AGM or at parent meetings throughout the year.
- The elected trustees will act as representatives of all parents and carers with regard to legal and operational duties.
- Meet regularly with the nursery manager to discuss and attend to business and general management issues.
- Organise and host regular parent meetings.
- Co-ordinate working groups such as fundraising and garden maintenance groups.





Team

Nursery Management

The nursery management team employ a fully qualified team of staff, including a manager, to run the nursery on a day to day basis and ensure an effective curriculum is delivered in line with local authority and government policy.

- Recruitment
- Salaries
- Staff reviews
- Ensure staff wellbeing

Staff Team

Nursery Manager

|

Depute Manager

|

Financial

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Administrator

Senior Nursery Officers

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Nursery Officers and Support Officers



Social and Fundraising

Previous Events:

Social Evening

Lantern Parade

Christmas Fayre

Garden Party

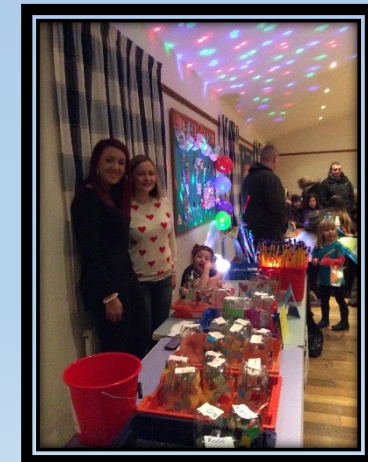


Race Night

Quiz

Family Disco

Treasure Trail





Garden Group

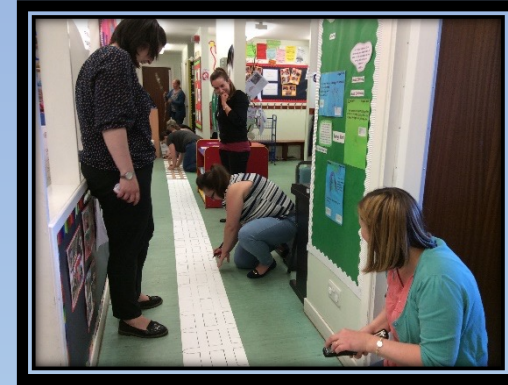
- We have a well established garden and outdoor play space which requires regular maintenance. The help of parents, carers and grandparents is invaluable.





Lilias Day

- Design a float
- Make props
- Make costumes
- Set up and dismantle float on the day
- Accompany children on the float
- Clear away at the end of the day





Forest kindergarten

Some of the staff team have completed training to deliver the Forest Kindergarten programme. This involves trips to local woodland areas around the village. Parents and carers are required, to support us with this to allow us to maintain our 1 adult to 2 children ratio for outings.

8 children in each group with 2 staff members plus 2 parent helpers

All you need is a pair of wellies!





Parent Helpers

Occasional Outings

At Kilbarchan Community Nursery we recognise the importance of relating learning to real life situations. This often involves taking the children out on visits either locally on foot, or further afield by coach or public transport. e.g. Dentist, Vets, shops, Library, Gateway garden.

- 1 Adult to 2 Children ratio on local outings or when using public transport
- A minimum of 2 members of staff take the children out with parent helpers to make up the appropriate ratio.





Parent Helpers

Supporting Staff in the Nursery

Sharing a skill with staff and / or children

- Playing a musical instrument
- Organising and delivering an art activity
- Talking to the children about your job or hobby

Working alongside staff

- Reading stories to the children
- Assisting with planting or other gardening activities





Supporting Events

Please come along!



Nursery Routines





Enrolment and Induction

- You will be invited to attend an enrolment session with your child at the end of the day during the month before their start date. This will take place in June for children due to start in August.
- You will be issued with an 'All About Me' booklet, which you will complete with your child and bring to the 2nd induction day.
- A second induction session will be arranged prior to your child's first day, when you can leave them to play for an hour.



Preparing your child for nursery



- Chat about nursery
- Be excited for them



- Try to have your child toilet trained
- Involve your child in purchasing their nursery kit





Nursery Kit

- **Soft slip on or Velcro fastening shoes**
- **Small bag or back pack**
- **Complete change of clothes**



- **Wellies**

Ensure that all clothes are clearly labelled including shoes and bags.

Your child should be able to take off and put on their own outdoor and soft shoes.

Wellies are perfect for wearing in the garden.



The First Day

- **Getting Ready:** Give yourselves just enough time to get ready and be at nursery for the time indicated on your child's all about me book
- **Involve Your Child:** Involve your child in packing their bag and chat happily about going to nursery
- **Arriving at nursery:** You will be welcomed at the door by a member of staff
- **Returning for your child:** Please ensure that you return at the time agreed with your child's keyworker





Drop off Routine

- Come in time for the beginning of your child's session.
- There will be slightly staggered arrival and departure arrangements during the busy 9am and 3pm drop off and pick up times.
- A member of staff will meet you at the entrance to bring your child into nursery. They will help them change their shoes, hang up their coat and wash their hands.





During the Session

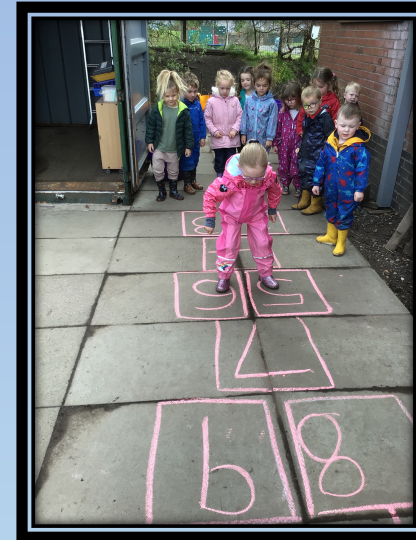
- Welcome time
- Free play
- French
- Bookbug
- Quiet time
- Outdoor play
- Forest Kindergarten
- Eco Schools
- Large group time
- Small group time
- Snacks





What Do We Do?

- Early Learning and Childcare
- Early Level of A Curriculum for Excellence
- Keyworkers
- Children's Profiles
- Tracking Progress
- Additional Support Needs
- Home Link Resources
- Transition





Staying for Lunch

- Hot lunches are provided free of charge to all children. These are delivered from Sugarsnap caterers and consist of two choices. A small dessert is provided by the nursery.
- Children with allergies or particular dietary requirements are accommodated.
- If, for any reason, you do not wish your child to have the lunch provided you can provide a packed lunch. This must be contained in a box which can be stored in the fridge. *Please do not bring large lunch bags!*
- Ensure it is healthy and there is not too much for them to eat e.g. sandwich or wrap, piece of fruit, yoghurt and no more than one small treat.
- Lunchtime is from 12.00 – 13.30 and may be served over 2 sittings.
- Before or after lunch the children have a rest time with a short DVD.



Collection Routine

- Arrive at your child's session end time
- The door will be opened for you when the session is finished
- Collect your child from their group (depending on restrictions)
- Assist them to change their shoes and put on their coat
- Take away their bag with their soft shoes
- Remember to take any letters or artwork passed to you by the staff
- This is your opportunity to share information with their keyworker



Parking and Access to the Nursery

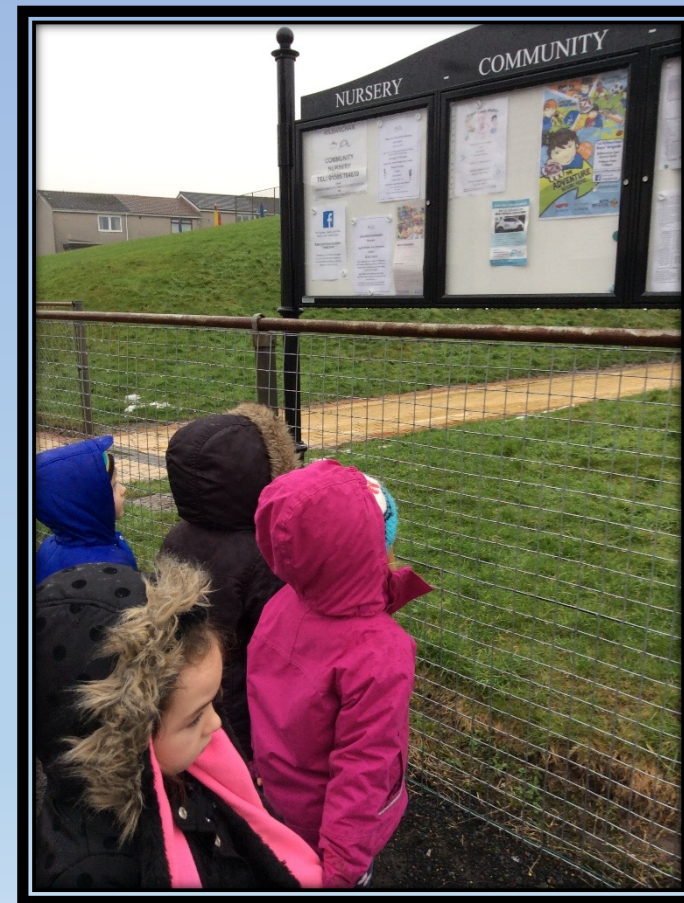
- Parking is available in the car park across the road from the nursery
- ***The staff car park must not be used between 8.30 and 16.00***
- An informal one way system is in operation to avoid congestion at busy times. Traffic should follow the bus route arriving from Shuttle Street, along Meadside Avenue and down Wheatlands Farm Road.
- Access to the nursery is via the path (yellow brick road) next to the notice board on Meadside Avenue
- When crossing the road use the crossing places outside the school





Communication

- Daily contact with keyworker and senior staff
- Open Evening
- Parent / Keyworker meetings
- Parental Participation Month
- Emails
- Facebook
- Newsletters
- Website
- Notice board
- Letters





Important

Medical Information

- Ensure correct and up to date medical information is communicated
- Allergies and food intolerances to be documented
- Storage of medicines
- Consent

Absent from Nursery

- Phone
- Email



Summary

Your child and their family are at the centre of what we do.

We aim to:

- Ensure your child has a happy and rich nursery experience
- Support them to reach their full potential
- Work closely with you to meet both your and your child's needs
- Ensure that you feel supported and included in your child's nursery experience and nursery life in general

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