



**Kilbarchan
Community Nursery
Parent's Handbook**

VISION + VALUES

Laughter

WE LOVE TO HAVE FUN

Our days will be filled with laughter, adventure, challenge and play.

Learning

TOGETHER WE GROW

Our learning spaces are peaceful, inspiring and full of opportunities. We feel nurtured and celebrated to learn and grow as individuals.

Love

We will model love, kindness and respect in our interactions with each other.



Welcome
to
Kilbarchan
Community
Nursery

We believe family is everything. We welcome you and your child into Kilbarchan Community Nursery. We trust we will be an extension of your home. Together we will celebrate as they grow.

Dear Parent / Carer

I would like to take the opportunity to welcome you to Kílbarchan Community Nursery. Please take time to read this handbook as it is hoped that the information will be useful to you and help you and your child settle into nursery life.

I hope you and your child enjoy your time at nursery. Both the staff team and trustees aim to be approachable, and are always willing to make time to speak to parents. You are welcome to visit the nursery at any time to take part in activities with your child or simply to observe.

As we are a community organisation, we rely on parents and carers becoming involved in nursery life. This helps us keep the community spirit alive and keep costs to yourselves to a minimum. You can do this in many ways, either by becoming a trustee, joining a working group or by supporting fundraising events. If you have a particular talent or skill that you could share with us, either to support the children's learning or to help with the day to day running and maintenance of the nursery, please let us know.

On behalf of the staff, I would like to say that we look forward to working with you to ensure that your child's nursery experience is happy and successful. If you wish to discuss any aspect of nursery life, please do not hesitate to contact me.

Mairí

Nursery Manager

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OUR PROGRAMME

We aim to provide high quality early learning and childcare for young children and a supportive environment for parents and families.

Your child's learning Journey

At Kilbarchan Community Nursery we offer a programme which celebrates individual children's interests and strengths in their journey of learning and development. Our staff team will plan experiences that will help your child reach their learning goals and communicate with you about your child's progress. Each child will be guided to develop at their own pace according to his or her unique, individual way.

Our practices are responsive to the identities, languages and cultures of our community. We recognise that early childhood education facilitates the development of confidence, independence, and an interest in lifelong learning for our children.

Play is integral to children's development. At Kilbarchan Community Nursery we will provide opportunities for both structured and free play experiences. Indoor and outdoor experiences are an integral part of our programme. Our outdoor environments provide a safe but challenging space for children to be inspired, explore and discover as they grow increasingly capable.

We are committed to providing an atmosphere that is warm, welcoming and inviting to both children and their families



Curriculum for Excellence

The curriculum for excellence places the learner at the heart of education. At its centre are four fundamental capacities which reflect the lifelong nature of education and learning:

Successful Learners

Confident Individual

Responsible Citizens

Effective Contributors

We aim for children to achieve these by;

Providing a flexible early learning and childcare service for children and their families

Creating a safe, secure, stimulating, happy and healthy environment which encourages individuals to reach their full potential

Providing a broad and balanced curriculum which takes account of local and national guidance and is responsive to children's needs, development and interests.

Developing positive partnerships with parents and carers as well as the local and wider community to support children's development and learning

Promoting a welcoming and positive ethos of equality, fairness and inclusion which respects and values all children and adults

Providing high quality resources to support effective development and learning

Establishing an effective staff team who monitor and evaluate their practice to promote learning for all.

Settling in

Settling your child into a new environment can be an exciting, but sometimes daunting, time for parents and children. Our aim is to do everything we can to make this process as easy and enjoyable as possible. We will therefore arrange an enrolment session, at the end of the day when the nursery is quiet. Your child will then be invited into the nursery for a short play prior to their start date. This gives them the opportunity to trust that our nursery is a safe and fun place to be. It also gives you and your child an opportunity to develop meaningful relationships with their key worker and meet other members of staff.

This is the beginning of our partnership in working together to support you and your child throughout their time with us.

Key Worker System

A key worker is a member of staff who will have the main responsibility for your child. The enrolment and induction process will provide you and your child with the opportunity to meet your child's key worker and other members of staff and for them to answer any questions you might have.

Communications

Open and meaningful communication is an essential part of our programme. Parents are kept informed of Nursery life and events through monthly newsletters, notices posted on the notice boards both inside and outside the nursery building, by email correspondence and through our Facebook page.

Profile Books

Your child will have their very own book which will be used to document their learning goals, their achievements, magic moments throughout their time at Kilbarchan Community Nursery, and even snippets of their artwork. The children love reading and sharing these special books, and they become a wonderful keepsake for families.

Special Events

Parent evenings and special celebration events are an exciting opportunity to connect with your child's nursery and to provide an opportunity to interact with the team outside of the busy pick up / drop off times. We hold these regularly throughout the year and welcome you and your family to attend.



Preparation for school

It is our aim to send children to school who are confident and competent in a wide range of skills and dispositions. As early childhood practitioners we have a role in empowering children and their families by promoting the necessary knowledge and resources to make this successful.

We work with Kilbarchan and other Primary Schools to develop a transition programme to help ensure your child's smooth transition to Primary 1. This includes regular visits to the school to familiarise the children with their new environment, developing a Buddy system where a Primary 6 child is chosen to ensure your child is safe, comfortable and secure as they begin their transition to school and supports your child in the initial weeks of Primary School.

Mealtimes

We believe in nourishing children both inside and out. We know the importance of providing nutrient rich food and the role it plays in the overall wellbeing of children.

Snack is available throughout each session. The children serve themselves from a snack bar. The snack, which the children often help to prepare, includes milk, water and a variety of fruit, salad and savouries. Every effort is made to avoid artificial colours and flavourings. We operate a nut-free policy.

Lunch is well-balanced, nutritious, tasty and freshly prepared, by Sugar Snap Caterers, and arrives hot and freshly prepared just before lunchtime.

Just like family meals at home, mealtimes are a special time and children are encouraged to take time to enjoy their food. They are encouraged to serve themselves, clear their own plates, develop table manners and show appreciation and gratitude for their food.

We cater for a wide range of allergies, intolerances and cultural preferences. Any such requirements will be discussed with you upon enrolment, posted in the kitchen, and strictly followed.

A 4-week menu is sent by email and is available to view on the Nursery noticeboard.



OUR PEOPLE

Our team

We are committed to staffing our Centre with passionate, loving and caring people who want to achieve our vision and meet our values. All of our dynamic team participate in on-going professional development, to ensure that we continue to provide the very best in care and education.

Child ratios

We operate a 1:8 ratio at all times in line with Care Inspectorate regulations. On outings we operate a 1:2 ratio.

Students, volunteers + visitors

From time to time, you will see new faces in the nursery. Students, relief staff and regular volunteers are PVG certified before participating in our daily experiences and must adhere to our philosophy whilst they are here. At no stage will a volunteer worker be left in charge of a group of children. However, they will interact with the children, giving help and attention as needed.

Parental involvement

We operate an open door policy, where parents and family are welcome into the nursery at any time. Parent participation sends strong positive messages to your child that you support them and their learning journey. The team sincerely wishes for you and your child to be happy and feel welcomed at our nursery. We value a strong partnership between parents, caregivers and your child.

We offer Forest Kindergarten trips to the local woods, local outings and trips to places of interest to the children to enhance learning and can only offer these with parental volunteers to help with our outings ratio of 1:2.

All parents and carers of children attending the nursery, or due to start within the year, as well as our out of school care service, are invited to our regular parents meetings where your views and feedback are valued and you can become more involved in events and fundraising by joining working groups.



OUR PLACE

Arrival and departure routine

When you bring your child to nursery a member of staff will meet them at the door. They will be supported to change their shoes and hang up their bag and coat. They then wash their hands before joining their friends in the playroom. Any information regarding their wellbeing can be shared with the staff member on door duty who will pass this to their keyworker.

When you collect your child, you will have the opportunity to come into nursery to collect them from their keyworker. This is your opportunity to share information on their progress and how their day has been.

Hours

The nursery is open from 8am - 6pm 38 weeks of the year. Holidays and in-service days are in line with Renfrewshire Council's term time. Parents will be informed of the dates by letter at the beginning of each year. Notices of dates of closure will also be displayed at the nursery and on the monthly newsletters. We offer flexible sessions allowing parents and carers to use their allocated government funded hours where they require them. We can take up to 56 children at any one time. The management will endeavour to allocate you with your first choice of hours. However, on occasions, it will be necessary to hold a ballot for particular sessions. This is done at a panel meeting in line with Renfrewshire Council's admissions policy. You also have the option of adding additional hours to your funded sessions, which you can pay for at our hourly rate.

Attendance

Regular attendance is encouraged and parents are asked to inform the nursery if their child is going to be absent for any reason.

A responsible adult known to the Manager and staff must bring children into the nursery. Only authorised persons (as indicated on the enrolment form) will be allowed to collect children from nursery, please notify the Manager and your child's Key Worker of any changes to the adult.

What to bring

You should bring a small backpack containing a full change of clothes and soft shoes for use indoors. Wellies are also an essential part of their kit as we use the outdoors in all weather.

Clothing

All clothing, shoes and bags must be clearly named. Because play and exploration can often be wet or messy, children wear aprons when they undertake activities such as painting, however accidents happen so please dress your child in suitable clothes.

For your convenience nursery polo and sweatshirts are available and can be purchased/ordered from the office. Please also make sure that your child has suitable outdoor clothing as the children play in the outdoor area each day and regularly take part in local outings, including trips to the woods as part of our Forest Kindergarten programme.

Wellies are ideal as they can be easily put on and taken off by the children. Please bring a pair of soft shoes for your child to change into in nursery.

Please ensure that your child has a full change of spare clothing in their bag, socks are particularly important. All items of clothing should be easily managed as this allows independence in toileting.

In winter, warm clothing, hat, scarf and gloves are essential and in summer, sunhats are to be provided for outdoor play and we ask that you apply sun block to your child before the start of every day. We will apply it thereafter

All clothing, bags and footwear must be clearly labelled with your child's name and taken home at the end of the session.

Toys + other treasures from home

We have chosen a wide range of developmentally appropriate equipment and toys for the centre. It would be appreciated if parents can explain to their children that the toys at nursery are for everyone to share and that they cannot be taken home. It would also be appreciated if your child could be dissuaded from bringing in their own toys from home. Cuddly or security toys are welcome but need to be clearly named.

Lost property

There is a container for unnamed and lost property. It would be appreciated if parents could check this regularly as the amount builds up. Items that are still uncollected after a period are donated to the nursery via the Rag Bag recycle scheme.

Excursions / trips

Excursions out of the nursery will be arranged from time to time as part of your child's experience. Parents are encouraged to be part of these outings. Consent for local outings to shops, park etc. is included on the enrolment form. However, when outings further afield including public transport are planned, the manager or a member of staff will advise you in advance. You will be asked to complete a consent form, which gives your permission for your child's participation. Please note that children cannot take part in these outings unless completed consent forms have been submitted by their parent/guardian.



YOUR CHILD'S WELLBEING

Safety

Nursery policies on safety precautions are continually reinforced by the staff and children. Children are involved in discussions on risk assessments to develop procedures for them to follow to ensure their safety as they play. If a minor accident or incident occurs, staff will offer basic first aid, comfort and reassurance. All staff members are trained in First Aid. Details of accidents are recorded in the accident or incident book and the parent or carer is informed and asked to sign on return to the nursery. If a child has an accident that results in a bump or injury to the head, parents will be informed and a decision will be made between the parent and manager / senior staff member as to whether the child can stay at nursery. Bumps to the head are closely monitored while the child remains in nursery.

Illness

We ask that any child who is unwell be kept at home so illness does not spread throughout the nursery. The Manager may at her discretion refuse to accept any child deemed unwell enough to attend the nursery. Children with coughs or colds, vomiting, diarrhoea, conjunctivitis, rashes or raised temperatures cannot be brought into the nursery. They must remain at home for 48hrs after the last episode. If symptoms develop during the day the parent will be contacted to arrange for the immediate collection of their child. It is therefore important that we have up to date information on record e.g. emergency contact, health, medical details. To avoid the spread of infection you must keep your child at home when they are unwell. Guidance on infection control, including periods of exclusion, can be found on the nursery notice board and website.

You must inform the nursery as soon as possible of the reason for any absence.

In the event of an emergency the child may be taken immediately to hospital and the parent/guardian will be contacted.

Medication

Please advise the staff if your child is taking any medication. All medicines will be kept in the kitchen. Only medication that has a label stating your child's name and expiry date will be administered. You will need to fill in a form, which authorises nursery staff to administer the medicine to your child.

If your child suffers from asthma you must tell a member of staff if there are any activities or specific circumstances, which are likely to bring on an attack. Similarly, if your child suffers from any other condition that is aggravated by certain foods or involvement in particular activities you must ensure that staff are fully informed. Please note that the nursery must be informed and kept up to date about any medical conditions your child has.

Emergency + evacuation procedures

In case of an unforeseen emergency situation, every effort will be made to contact parents to collect their child.

Regular fire drills are necessary for regulation purposes. If you are present at a fire drill, you are required by law to participate. Emergency evacuation plans are displayed in the nursery. The staff team are familiar with evacuation procedures and policies. Parents and visitors to the Centre will be asked to make themselves familiar with the evacuation plan.

Every effort will be made to make evacuation procedures enjoyable rather than stressful events for the children. Regular emergency procedures give the children an opportunity to become familiar with the routine and planned evacuation.

Security

A door entry system has been installed for your child's safety. A member of staff will be on door duty at busy arrival and departure times. If you need to enter the nursery before or after these times please buzz and await an answer. If a visitor is unknown, a member of staff will enquire into the reason for calling and deal with this appropriately. To help maintain security please do not open the door for others, a member of staff will do this. Visitors to the nursery will be asked to sign the visitor's book and sign out when they leave.

Accessing the nursery

Please use the footpath (yellow brick road) to reach the nursery from the road. Parents/carers should not park in or walk through the staff car park, by doing this you are placing children at risk. The only exception to this is if you are bringing your child to breakfast club before 8.30am or collecting them after 4pm. We encourage parents and carers to use the crossing places marked on the road. Please also note that during busy times a voluntary one-way system operates from Shuttle Street along Meadside Avenue and down Wheatlands Farm Road.

General Data Protection Regulation

When you share information with us, you have a right to expect it to be treated with total confidentiality. Therefore, it is our responsibility to store and manage the personal data that you provide us with, with care and in accordance with the General Data Protection Regulation (GDPR 2018). It is your responsibility to ensure that the information you give us is accurate and up to date. You can update your contact details at any time by phone, email or in person. We will only use your personal data for the purpose it was initially requested. If you would like a copy of our Confidentiality Policy or would like any more information, please do not hesitate to contact us.

Please note that you must advise the nursery of any changes e.g. telephone number, so that we can update your enrolment form.

CONTACT DETAILS

Scottish Charity Number: SC009757

Registration Number: CS2015337344

Address:

51 Meadside Avenue,
Kilbarchan,
JOHNSTONE,
Renfrewshire.
PA10 2LA
Telephone: 01505 704839

Email:

enquiries@kilbarchan.n.com

admin@kilbarchan.n.com

Website: <http://kilbarchancommunitynursery.weebly.com>

Find us on Facebook:

Kilbarchan Community Nursery Parents Page.

Find and like the page to keep up to date with news and information.

Please note: Some of the procedures contained in this handbook may be temporarily changed due to the COVID-19 pandemic. These changes will be communicated to you as necessary and updated in line with Government guidance.

Summary of Kilbarchan Community Nursery SCIO Constitution

The nursery is managed by a board of trustees who are elected by the nursery's "members" at the AGM. Each year all trustees must stand down but can be re-elected. There must be a minimum of three trustees. Elected trustees who must be "members" of the nursery can appoint up to two other trustees who do not need to be members, with a maximum of seven trustees in total.

Membership of the nursery is open to any individuals aged 16 or over who is the parent, guardian or family member of a child who is attending, has attended or has applied to attend the nursery.

The parents/guardians of all children attending the nursery are encouraged to apply for membership. There is no charge for becoming a member and it will be possible for new applications to be received and accepted on the night of the AGM.

Regular parents meeting will take place to inform parents about the activities and management of the nursery as well as to plan fundraising events and parental involvement opportunities. As a community run nursery we rely on the involvement of parents in the nursery and its fundraising activities.

A copy of the nursery's full constitution is available in the nursery or can be emailed on request.

OTHER INFORMATION

Suggestions and complaints

We always strive to maintain and improve our service. If you have any suggestions to make about the service, please contact the manager or chair in the first instance. Alternatively, you can use the suggestion box, which you will find in the cloakroom area. Similarly, if you have a complaint about any aspect of the service you should contact the manager or president who will advise you of the procedures. If you feel your complaint has not been satisfactorily resolved with the establishment head, please contact:

Children's Services
Renfrewshire House
Cotton Street
Paisley
PA1 1TZ

Or

Care Inspectorate
Compass House
11 Riverside Drive
Dundee,
DD1 4NY

Please note:

Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during the course of their placement. The manager will tell you of any important changes to the information.

Handbook designed by Elaine Porteous