

Nursery Handbook



Glenburn Early Learning and Childcare Centre

Welcome to Glenburn Early Learning and Childcare Centre

Contact Details:
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We are a Falkirk Council establishment offering funded early learning and childcare. Every child aged 3-5 and some 2 year olds are entitled to up to 1140 hours of funded early learning and childcare from the Scottish Government. We also offer paying 2 year old places, subject to availability.

Our setting is open from 8.00am to 6.00pm, Monday to Friday, offering flexibility to our families who may wish to purchase additional hours to meet their individual circumstances. We provide a service that is all year, closing for public holidays, In-service training days Christmas and New Year.

We have a maximum capacity of 92 children.

Please visit [Early learning and childcare - Falkirk Council](#) for admissions information.

Our Vision

Every child will have the opportunity to reach their full potential. They will play and learn in a safe nurturing environment where their interests are valued and where they feel respected and included.

Our Values

We will build trusting relationships with all our children and their families. We will have a non-judgemental approach and treat everyone with dignity and respect. We will always listen and respond to the individual needs of our children, families and local community to ensure their views and opinions are included, valued and respected.

Our Aim

Our aim is to provide the highest quality early learning and childcare where children feel loved, respected and valued. Children will have the opportunity to develop knowledge and skills through thoughtfully planned learning experiences supported by enthusiastic, nurturing educators. Children will have the freedom to play and learn while having fun and developing relationships. They will explore nature and develop an understanding of the world around them.

Senior Leadership Team & Glenburn ELCC Staff



Head of Centre
Nicola Mackison



Senior Early Years Officer
Lucinda Hamilton



Principal Early Years Officer

Julia Marshall



Senior Early Years Officer
Robynne Coyne



Senior Early Years Officer
Olivia Flynn

<u>Movers & Shakers Room</u>	<u>Young Explorers Room</u>
Robynne Coyne - Senior (Mon & Tues)	Lucinda Hamilton - Senior
Olivia Flynn - Senior (Wed–Fri)	Sarah Smith
Steph Lees (Mon-Wed)	Morgan McBride
Danielle Weir (Mon, Tues, Thurs & Fri)	Christina Bolton
Margaret Mayor (Wed only)	Mia Logan
Barbara Downs	Chloe Ritchie
Caitlin Steel (Thurs & Fri)	Margaret Mayor (Mon & Tues)
Libby Anderson (Mon, Tues & Wed)	Yazmin Stewart (Wed, Thurs & Fri)
Currently on Maternity Leave**	Currently on Maternity Leave**
	Kim Reid (Mon & Tues)
<u>ELCA's</u>	Emma Beattie (Wed, Thurs & Fri)
Kirstine Mackrell	Kendal Barker (Mon & Tues)
Kara Anderson	Kelly Gregg (Wed, Thurs & Fri)
Salima Ben Amar	Emma Farrell
<u>SFLA's</u>	Rebecca Tapping (Wed – Fri)
Lesley Douglas	Robynne Coyne (Wed-Fri)
Janine Neville	
Clerical Assistant – Darby Banks	<u>Catering Staff</u>
<u>Flexi Role</u>	Jean Urquhart
	Dawn Swan
	Lyana White
	<u>Janitor</u>
	Hugh

Professional Partnerships

We work in partnership with a range of other agencies such as Educational Psychology, Health Visiting team, Speech and Language Therapists, Social Work, local schools and other ELC centres to provide a holistic service to meet each child's individual needs.

Parental Partnerships

We recognise that parents/carers are the most important people in a child's life. We aim to work in partnership with you and will always ensure that you are informed and involved in the life of the centre. Relationships are important to us and we value your input. Please try to join in with the various opportunities we offer such as Woodland Walks, Stay and Play sessions, Sharing Sessions, PEEP, Baby Massage, Make & Taste and many more.

Keyworker

Before starting at nursery, your child will be assigned a keyworker. They will be your first point of contact and will build up a special relationship with you and your child and help settle them into nursery.

We will ask you to complete a 'What Matters to Me' document so that your child's keyworker can learn all about your child and support their transition to Glenburn ELCC. They will be responsible for observing and documenting your child's learning and celebrating their achievements.

Prior to your child starting nursery, we will contact you to arrange a home visit to meet you and your child in their own environment where they feel safe and comfortable. We will then invite you to complete a welcome pack to gather as much information as possible right from the start of your child's journey with us.

Settling in

It can take a while for your child to settle at nursery, transition from home is a big step. We will work with you as a family to make the transition as easy as possible for your child. Our team are very experienced and will settle your child in a way that is appropriate to them.

If your child is unsettled at nursery, we may look at short visits to begin with and slowly build this up. We do try to discourage bringing in toys from home in case they get lost or damaged, however, your child is welcome to bring a comforter or favourite toy during transition if this helps them settle.

Prior to starting nursery, please speak positively to your child about all the fun things that we have on offer and what an exciting experience it will be for them.

Play pedagogy

Children learn through play and we encourage children to engage in a variety of experiences that capture their interest, inspire and challenge them. Children can explore real life experiences developing life-long skills for the future. We are passionate about learning through play and ensure children receive high quality experiences to engage in extending their interests and building on their knowledge and skills.

Children can explore a range of experiences inside and out such as; block play, role play, art & crafts, expressive arts, stories, food preparation and water play, playdough, planting and growing and large physical play opportunities.

We are passionate about outdoor play and Learning for Sustainability at Glenburn ELC Centre. Children freely play inside and out and there are experiences to develop gross motor skills such as climbing, running and chasing, riding bikes and creating obstacle courses with loose parts. We have opportunities to build fires to cook snacks and regularly go out exploring our local community with woodland walks and visits to the canal and local parks, experiencing all that nature has to offer.

The outdoor environment allows your child to participate in explorative and imaginary play while developing a range of valuable skills.

On-line Learning Journals

At Glenburn we offer child led, open ended experiences. The children have free flow access to all areas of the centre inside and out. Educators support children to follow their own interests and support them to learn and develop while keeping play pedagogy at the heart of learning.

All learning achievements will be documented and shared with you. You will have access to online learning journals where we will share regular observations and photographs, including your child's voice and this will be recorded, tracked and monitored regularly.



Safety & Wellbeing

We place a high emphasis on safety and wellbeing. We have a door entry system to ensure the safety of all our children and our nursery grounds are secured. All children must be brought and collected by a responsible adult aged over 16 years. It is important to inform us if you have arranged for someone different to collect your child. We will always contact you if someone we are not expecting turns up to collect your child and will keep your child at nursery until details are confirmed.

This is the Wellbeing Wheel. It shows all the aspects of a child's life that are important in how they feel about themselves.

We use the Getting It Right for Every Child (GIRFEC) model, and work with you and your Health Visitor and any other professionals involved with your family to support your child's wellbeing.

The Education (Additional Support for Learning) (Scotland) Act 2004 sets out how pupils should be helped to get the right support to become successful learners and explains how parents can make sure this happens.

The education authority has a legal duty towards children with additional support needs. Please visit the following for more information. [Additional Support Needs - Falkirk Council](#)

We have a statutory duty to follow local and national child protection procedures to report any cause for concern regarding children in our care. We ask that if your child sustains an injury that has happened at home that you inform staff. Any unexplained, suspicious injury or marked changes in children's behaviours are recorded and reported in line with Falkirk Council's Child Protection Procedures.

UNCRC Rights of the Child

At Glenburn ELC, we actively encourage children to be aware of their rights and encourage participation in all aspects of nursery life. The children will be given the opportunity to convey their opinions through words, gestures, body language and actions. We can interpret their opinions through observation, listening and engaging with them in conversation and in their play.

The United Nations Convention on the Rights of the Child (UNCRC) provides internationally recognised standards for children's rights including the key principle that the views of the child should be at the centre of everything that we do.

Meal and snack times

Children will be provided with healthy snacks which they will help prepare as a play experience and a meal at lunchtime prepared on site by our cook Jean and her assistants Dawn and Lyana.

In line with current legislation and policy we follow the current Nutritional guidelines that are set out by the Care Inspectorate 'Setting the Table' and Falkirk council's 'Marvellous Mealtimes'. We aim to make snack and mealtimes happy, social occasions. Your child will be supported to make appropriate choices and become independent throughout meal and snack routines.

As part of the nursery day a light snack will be available for all children in the morning and the afternoon. We provide a variety of healthy snack items which your child will help prepare, your child will be encouraged to choose and try a variety of different textures and tastes alongside their peers.

Milk or water will be offered at mealtimes. Water will be always on offer throughout the day. We enjoy celebrating diversity and reflect different celebrations and cultures through food throughout the year.

If your child has any special dietary requirements please discuss this with a member of the senior leadership team.

What does my child need to bring to nursery?

We encourage messy, muddy and active play at Glenburn ELC and we ask when your child is at nursery that they are dressed in suitable, comfortable clothing and appropriate for the weather conditions.

Not only is outdoor learning great for physical and cognitive development, being outdoors, even in winter can aid children's sleep, boost their appetite, improve mood and help strengthen their immune system.

To support your child in their messy play activities we ask that your child brings the following to nursery at the start of each week in a bag to be stored on their peg

- Wellies (or shoes that are ok to get muddy and wet).
- 2 changes of clothes – trousers, tops, socks and underwear.

- Hat, scarf and gloves for the colder months and a summer hat/cap during the warmer months.

Although we will support the children with changing, we encourage independence. Jeans and tights can be tricky for children to manage, as can shoes with laces. Leggings and tracksuit bottoms and Velcro shoes are much easier for little hands to manage. Should your child come home muddy or dirty with paint or craft materials rest assured this means they have had great fun!

Please clearly label each item of your child's clothing with their name to help avoid similar items being mixed up.

Toilet learning

As with any other area of development children access the toilet independently at different stages. We are happy to support your child whichever stage they are at, working in partnership with you.

If your child uses nappies or pull ups, we ask that these are provided along with any wipes and cream. These items will be safely stored, clearly labelled with your child's name and only used by your child.

Medical Arrangements

From time to time your child may need medication whilst at nursery. All medication will be securely stored in accordance with manufacturers' guidance with a photo of your child and their date of birth.

Medication must come to nursery in its original packaging, with administration instructions clearly visible. Medicines should be handed to a member of staff and a consent form signed by you **MUST** be completed. Medicine will **ONLY** be administered when the consent forms have been completed. If your child refuses to take medication, we will contact you.

Should your child suffer from a recurring medical condition or allergy e.g., asthma, hay fever, food allergies, you must inform a member of staff as soon as possible. A medication form and care plan **MUST** be completed in partnership with you and other health professionals where appropriate.

A 6 monthly review will take place of medication and medical care for an ongoing condition, however if your child's medication changes, please inform us immediately.

If your child has specific requirements, please speak to a member of the senior leadership team.

Sickness Absence

To minimise the risk of the spread of infection any child who has an infectious illness must stay at home. In addition to common ailments, if your child has sickness and/or diarrhoea, **they must have 48 hours clear of symptoms** before returning to nursery.

If your child becomes unwell during their time at Nursery, a member of the team will contact you as soon as possible so that you can collect them. If you are unavailable, your nominated emergency contact will be contacted instead. Please ensure if any emergency contacts or phone numbers change that you notify the nursery immediately. Please find below a list of common ailments and the required isolation period.

Infection or symptoms	Isolation period	Comments
Diarrhoea and/or vomiting.	48 hours from last episode of diarrhoea or vomiting.	
Chickenpox	Until all spots have crusted over (usually 5 days).	
Hand Foot and Mouth	None	Exclusion may be considered in some circumstances.
Impetigo (Streptococcal Group A skin infection).	Until lesions are crusted or healed or 48 hours after starting antibiotics.	Antibiotics reduce the infectious period.
Slapped cheek/fifth disease. Parvovirus B19.	None (once rash has developed).	Pregnant contacts of a case should consult their GP
Shingles.	Exclusion only if rash is weeping and cannot be covered.	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch.
E. coli O157 STEC Typhoid and paratyphoid (enteric fever) Shigella (dysentery).	Should be excluded for 48 hours from the last episode of diarrhoea for E. coli O157. Further exclusion may be required for some children until they are no longer excreting.	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices.
Flu (influenza).	Until recovered.	
Conjunctivitis.	None if receiving treatment	
Head lice.	None.	Treat when head lice are visible.
Threadworms.	None.	Child and household must be treated
Tonsillitis.	Until child is well.	
Ringworm.	None.	Treatment is required.

Absences/Holidays

If for any reason your child will not be attending nursery, please let us know by telephone call, email or via Seesaw. If you have not advised the nursery of an absence, we will contact you as part of our safeguarding procedures.

First Aid

If your child has an accident or injury while at nursery we will provide basic first aid and comfort. If it is a head bump or an injury causing a bleed we will contact you to share this information. If further medical treatment is required we advise and recommend you seek help from a professional. An accident form will be completed for you to read and sign describing what happened and what action we took.

Sun cream

Please ensure you apply a high factor sun cream to your child before coming to nursery during sunny weather to make sure your child is protected from the risk of sunburn during outdoor play. Children should wear suitable clothing and a sun hat so they can safely be outside.

Please provide a sun cream with your child's name on it to leave at the nursery.

Keeping You Informed

We will keep in regular contact with you at drop off and pick-ups, by telephone and email and posting on our social media channels.

There will be termly newsletters and information shared in the entrance hall with details of events that you can sign up to. You can keep up to date with all that is happening in our Early Learning and Childcare Centre on our **Bluesky** feed @GlenburnELCC

At any time, if you have a query, please ask a member of the nursery staff or arrange an appointment with a member of the senior leadership team. We will ask for regular feedback and we would really appreciate you taking the time to give us your opinion.

We hope that both you and your child enjoy your time with us. We look forward to being part of your child's nursery journey!