



Cardenden Nursery

Welcome Booklet



“The defining feature of being a young active learner is the need to widen experiences and learning in all areas of development. The important role for the practitioner is to determine what the young child could learn through their own interests, balanced with learning across the areas of the curriculum.”

- *Realising The Ambition*



“The experiences and spaces for play we facilitate for children should reflect the children's ideas, aspirations, curiosities and next steps in their learning. It is through play that children learn about themselves and make sense of the world around them.”

- *Realising The Ambition*

Contact Details

Cardenden Nursery

Telephone: 01592 583 416

Email : Cardendenps.enquiries@fife.gov.uk

Headteacher—Lesley Brady

Depute Headteacher—Emma Walker

Early Years Lead Officer—Nicola McMillan

Nursery Teacher—Kate Stenhouse

The Nursery Team

Discoverers	EYO's	Mrs Jennifer Finlay
		Miss Hayley Phee
		Miss Ashley Halleron
Creators	SEYO's	Miss Melanie Hutchison
		Miss Gemma Wallace
		EYO's
	EYO's	Mrs Freya Lornie
		Miss Katie Rapson
Explorers	EYO's	Miss Stephanie Fisher
		Miss Amanda McIntosh
		Miss Lesley Quigg
		Miss Danielle McLean
		Miss Claire Richardson
		Miss Emma McDonald
		Miss Kerriann Meikle

Intimate care of children

During their time at Cardenden nursery your child may need intimate care. Staff who provide intimate care to children have a high awareness of child protective issues. This can be when attending to a child if they have had an accident, helping them to change clothes when wet or changing nappies for those who are not yet toilet trained.

Cardenden Nursery is committed to ensuring that all staff responsible for the intimate care of children will always undertake this care in a professional manner, the team recognise that there is a need to treat all children with respect.

Medical information

Please speak to a member of the team if your child requires medication, we understand from time to time it may be required for medication to be administered in nursery. We are happy to do this as long as we have a completed medical form and the medication is prescribed by a doctor or pharmacist.

24 hour medical policy

We ask that you inform us of any medication your child has been given within 24 hours of them coming to nursery. This includes calpol or antihistamine.

We ask for this information in case your child has an adverse reaction to the medication.

Dear Parents/Carers

Welcome to Cardenden Nursery

A warm welcome from our nursery team. We hope this booklet will help you to settle your child into nursery with us and go some way towards helping to answer any questions you may have had recently.

If there is anything you would like to ask that we haven't covered please get in touch with us.

Starting Nursery

Before your child starts with us we will be in touch to make sure you have all the information you need and also to give you an opportunity to ask any questions.

The start time may be slightly later than normal on your first day. This allows the nursery team to greet your child individually and give you and your child our full attention. From experience your child may need extra time, extra support and comfort before leaving you, this delayed start time ensures we can do this to the best of our abilities.

Talk about starting nursery with your child so that they will know what to expect. Let them know that it is a friendly place and is something to look forward to. When they start please feel welcome to ask questions.

Nursery Staff are available to provide support and encouragement to both you and your child as they start their nursery journey.

The nursery team look forward to welcoming you and your child to nursery, it is an exciting time for everyone.

Before your child starts nursery you will know the room and their individual key worker will have already introduced themselves to you and your child.

After reading this booklet and accompanying relevant paperwork if you have any other questions please just phone or email us.

Settling into nursery

Settling into nursery is an exciting and important time for young children and their families. For some children this will be the first time they may have been left in the care of another person and often the first time they have been left in a larger environment. At Cardenden Nursery we aim to make this transition go as smoothly as possible.

We will try to have a visit before your child starts nursery, together with a staggered start time on your child's first day and with an experienced and approachable nursery team, All help to make this happen.

We hope that by working together in partnership with you, the families , we can provide the best possible start for your child's transition into nursery, laying firm foundations for the future.



The Sessions we offer

At Cardenden we have three different session patterns which would have been offered to you when you filled in your initial application form.

Option 1: Explorers 39-week sessions, Monday to Friday from 9am to 3pm

Option 2: Creators 49-week sessions, Monday to Friday from 8am to 12:40pm

Option 3: Creators 49-week sessions, Monday to Friday from 1.20pm to 6pm

We really want to make the most of the time we have with the children however we do understand that you may need to drop them off later or collect your child earlier than your session time.



Newsletters and Noticeboards

We try to keep you informed by using our school app to communicate electronically with our families, those that wish should download the primary school app on their phone and choose cardenden priary school. All important dates ad events will be posted on this app.

We will also use Seesaw as a further way to communicate with parents, please remember to check regularly for updates.

Please also expect groupcalls from time to time these are messages which are send from the school office to help communicate and highlight important information you need to know.

Our school office team are

Admin Assistant—Mrs Sarah Baker

Clerical Assistant—Mrs Stephanie Hood

Accidents and Incidents Reporting

All accidents requiring treatment are recorded on an accident form. Whoever picks up your child will be asked to sign the form to confirm they have been informaed of what has happened. In some cases you will already be made aware of the incident as a member of the nursery team may have contacted you by telephone.

In the event of a head injury or if they require medical treatment, we will cotact you immediately.

Our First aid team are

Miss Melanie Hutchison—Nursery Based

Mrs Sarah Baker—School Based

Mrs Louise Allan—School Based

Outdoor Learning

At Cardenden we are exceptionally lucky to have a wonderful outdoor woodland area, a farm and a busy community close by, we can also at times borrow the minibus and head to the beach.

Every week the children and staff pull on our wellies and waterproof suits to spend time in the great outdoors. We also have our very own allotment in our nursery garden.

Outdoor education is something we value greatly at Cardenden Nursery and we fully understand the benefits it can bring to children in terms of child development, self-esteem, learning new skills, staying healthy and exploring real learning experiences.

Playing outdoors in our woods and on the beach allows the children to explore their natural surroundings, to get up close to nature, to learn how to climb trees and to navigate their way up and down slopes all excellent for satisfying their own natural curiosity and developing gross motor skills. In addition, it is a fantastic way to support children's ability to assess and manage risk whilst keeping themselves safe.

Outdoor learning session days will be shared with you.

To make the very most of the nature kindergarten we ask that you bring your child ready to go, dressed appropriately for the weather, topped off with a waterproof suit and a pair of wellies.

If there are any changes to the weekly timetable you will be notified as soon as possible by the nursery team

Please remember to dress your child in old clothes as they can still get dirty beneath the suits.

Warning.....There will be lots of damp suits, and muddy but happy faces to greet you at the end of each session .

Helpful Information

Cloakroom

At the beginning of their journey with us children will need your help to find their peg each day and to help them hang up their coat. Children hang their coats in the nursery cloakroom, Children are encouraged to do this independently, Identifying their peg by the picture or name. It is important for the children that they learn to manage their own belongings. Please remember to name all clothing, outdoor suits, wellies and shoes.

When your child comes into nursery they need to change into their welly boots if they are going straight outside into the garden when it is wet weather.

There is sun cream available for you to apply to your child in the foyer of the nursery. Please apply this before the session starts and the nursery team will be happy to reapply during the session.



Clothing & Footwear

Please dress your child in comfortable clothes that are easy to manage so that your child can learn to be (more) independent. Please remember that their clothes may get dirty from their play, as they learn with glue, paint, clay, dough and water.

Young children need to wear clothing that enables them to go to the toilet easily and independently. We have spare clothes available within the nursery which are used to change the children in case of accidents however we do ask that you pop a spare change of clothing into their bag.

Useful Items to have for nursery

A backpack/rucksack

A spare change of clothes in their bag

A pair of welly boots to keep at nursery

A waterproof suit (although we do have some spares at nursery)

A hat and gloves for cold days outside

A sun hat

Soft Shoes for inside the nursery room.



Nursery Contribution

Families are asked for a voluntary contribution for nursery we ask that you pay £2 a week which can be paid weekly, monthly or termly to the nursery team.

This voluntary contribution can either be paid as cash directly to the nursery or if you prefer be paid by iPayImpact.

We understand that you may want to adjust this slightly if your child attends less than full time.

The money taken is used to buy a weekly grocery shop allowing us to prepare fresh healthy snacks with the children and to buy resources and items of interest that tie in with the learning together with subsidising excursions.

Weekly Activities

There may be times in our day when we look for natural stopping points within the free flow play as this enables us to offer children the opportunity to gather as a small group to share a story, practice important skills, enjoy some games in the gym and learn rhymes and songs.

Seesaw

Seesaw is an interactive app which allows your child's learning opportunities and experiences within nursery to be shared. We encourage parents to share any learning or achievements taking place at home with nursery staff, allowing the learning links between nursery and home to develop a collaborative partnership.

PEEP

Peep groups are for families with their child or children and are an enjoyable way to get involved with your own child's learning. PEEP sessions include songs, stories and activities with the children a talking time for adults and book sharing time and ideas for families to try at home.

Bookbug Sessions

Our bookbug sessions are free, fun and friendly! Each session includes songs, stories and rhymes which will take place in a very relaxed environment and are a great opportunity to spend some quality time with your little one.

They also have lots of benefits for your child, such as building up their confidence and social skills, and will progress their speech and language development.