## Welcome



## PARENT BOOKLET





Gallatown Nursery Rosslyn Street Kirkcaldy KY1 3AB Gallatown Nursery Viewforth Terrace Kirkcaldy KY1 3BW

Tel No: 01592 583483

email: gallatownnur.enquiries@fife.gov.uk

### **EARLY LEARNING & CHILDCARE**

Gallatown Nursey is located at the east end of Kirkcaldy in the Gallatown area, operating over 2 grand buildings that are linked with a beautiful outdoor play area. Gallatown Nursery offers both term time and 49-week models of early learning provision for 3-5-year olds and Under 3s.





### **Bluebells & Poppies Playrooms**

Term Time: 9am-3pm Rosslyn Street building







### **Sunflowers Playroom**

49 weeks 8am – 12.40pm & 1.20pm – 6pm Viewforth Terrace building

### **Snowdrops & Daisies Playrooms**

49 weeks & Term Time 8am – 12.40pm & 1.20pm – 6pm 9am – 3pm Viewforth Terrace building

### **LEADERSHIP TEAM**



Lisa King Principal Teacher



Sharon Curran Headteacher



Megan Neville Depute Head of Centre



Suzanne Petrie Senior Early Years Officer (Family Worker)



Jennifer O'Keefe Senior Early Years Officer



Keri Gray Early Years Lead Officer



Angela Meldrum
Early Years Lead Officer



Jodie Fisher Senior Early Years Officer

### **OUR VISION**

## **OUR VISION**

To provide a welcoming, safe, secure and inclusive learning environment. Children develop life skills that will enable them to become respected and valued members of the community.





### **OUR VALUES**

## **OUR VALUES**

- **C**HILD CENTERED
- ACHIEVEMENT
- RELATIONSHIPS
- **E**QUITY







### STARTING NURSERY

### Our approach to welcoming you to our nursery

### **BUILDING RELATIONSHIPS**

- Enrolment meeting A member of our staff team will complete an enrolment form either during your child's first visit or will arrange a telephone/in person appointment to ensure we have a good understanding of your child's care and learning needs.
- Transition Visits An opportunity to visit the nursery with a
  parent before the summer holidays, to play indoors and
  outdoors and meet the staff team.
- BOOKBUG Session: Join our Family Worker Fiona, for a Bookbug Session on Thursday 15th June 2023 @ 09.30am or 1.30pm (Rosslyn Street Building)

### **GETTING TO KNOW OUR NURSERY**

 Welcome pack – The welcome pack includes our Parent booklet for parents/carers which gives you useful information on our approach to early learning at Gallatown Nursery. Also included is a Children's Welcome Story - By using the welcome story and talking about the photographs this will help support you in preparing your child for starting nursery.

Your welcome pack also includes your child's start date and time, playroom and key worker information.

### **WORKING TOGETHER**



**YOUR CHILD'S KEY WORKER** - Will get to know you and your child: support settling in at nursery, plan for your child's care needs and learning progression. The time a child takes to settle in nursery varies for each child – we increase session time at the pace of the child, in discussion with parents and keyworkers.

**PROGRESS** - EYOs track your child's progress in their Personal Learning Journals through significant observation of learning while they are playing in nursery. You will be invited to regular progress chats with your child's keyworker.

**CELEBRATING LEARNING** – as well as in PLJs we celebrate children's learning on our Facebook page and in learning journals that are available to view at drop off and pick up.

**YOUR CHILD'S VOICE** - Our EYOS will ask your child's views and interests to plan learning experiences.

## What do children do at nursery?

- Children learn through play.
- We provide a range of learning experiences indoors in the playrooms, outdoors in our outdoor garden and beyond our setting at the beach, forest and out and about in our local community.
- We aim to provide learning experiences that develop skills for life and learning that include: selfmanagement, creativity & enterprise, communication working with others and leadership.



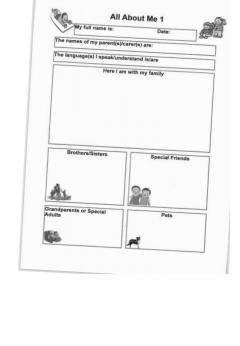


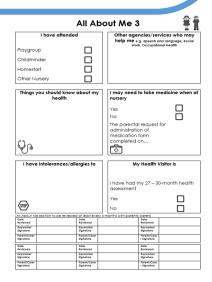
We aim to provide high quality early learning informed by Realising the Ambition: Being me. Our Under 3s experiences are supported using My World Triangle.

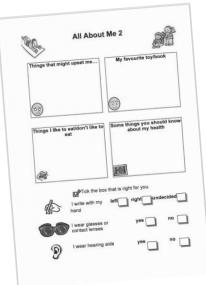
For our 3 - 5-year-old children our early learning planning is based on the early level of the Curriculum for Excellence. Which has 8 curricular areas; Maths & Numeracy, Literacy & English, Health & Wellbeing, Expressive Arts, Science, Technologies, Social Subjects and RME.

# What are Personal Learning Journals (PLJs)?

- This is a record of your child's learning in nursery.
- When your child starts, the key worker will show you how you can add and contribute to the PLJ.
- You will be invited to a progress chat to discuss how your child has settled, the progress they are making and plan their next steps.







## What clothes should my child wear to nursery?









- A pair of wellies everyday to enjoy forest, beach, garden visits
- Plimsoles for indoors
- Clothes that will enable children to be independent and that you don't mind getting messy.
- A change of clothes in case your child has an accident.
- Jacket appropriate for weather
- In summer a sunhat
- In winter hat/scarf/clothes

Remember to put your child's name on everything.

Nursery polo shirts are available to purchase – please ask your Keyworker for an order form.

## What are the benefits of outdoor learning?



- Space to explore & take risks
- Encourages complex & diverse play
- Intrinsic part of a child's right to play
- Better handling of uncertainty/coping skills
- Improves mental & physical health
- Connection to nature & living things
- Supports attachment to place or sense of play
- Provides adventure & challenge.

We have a Safe Sun policy at Gallatown that means that children wear sunscreen and hats when outside on sunny days.

We encourage you to apply sunscreen before your child comes into nursery too.





### **SNACK & LUNCH**

LUNCH — Children in from 9am — 3pm are provided with a free lunch.

SNACK - All children are also offered a snack which includes: fruit, yoghurts, toast, crackers & cheese.

Please let us know if your child is allergic to any foods or has special dietary requirements.



### **ATTENDANCE**

If your child is unable to attend nursery then please let us know. Our phone number is 01592 583483 or email us at

gallatownnur.enquiries@fife. gov.uk

We are required to follow the Fife Council procedure for absence.

#### **CHILD PROTECTION**

The welfare of the children is paramount to staff at Gallatown Nursery.

Should a child inform us or show signs that they are at risk from harm we have a duty to report our concerns to either Social Work or Fife Police. This may be done without parental consent.

In Scotland, the Health Visitor is the Named Person for nursery children and we work closely with them to ensure every child is reaching their full potential.

Megan Neville – Depute Head of Centre, is the Child Protection Coordinator.



Should you feel that your child has something contagious then please do not send them to nursery and let us know why they are unwell.

### **INFECTION CONTROL**

If your child has had sickness and/or diarrhoea then they will not be fit to return to nursery until 48 hours following their last bout.



#### **NURSERY WEEKLY DONATION**

Nursery fund is £1.50 per week. This can also be paid termly if parents prefer.

We use this money to pay for snack, baking, gardening items and resources for our children. It is also used for the Christmas party and gifts for the children.



Donations of tissues wipes and liquid soap are very much appreciated.



### **ACCIDENTS**

For minor accidents we will treat with any necessary first aid and advise you of the accident. We keep a full record of all accidents and incidents. Please sign the accident and incident record to confirm you have been told about it.

If your child has a major accident in our care we will contact you and the emergency services. Please make sure we have up to date emergency contact numbers in case we cannot reach you.

Any bump big or small to the head area (above the neck) we will always let you know by phone.

How do we communicate at nursery?

- **Newsletters** keeping you up to date with nursery news & events
- Noticeboard located outside each nursery playroom share children's daily learning.
- Facebook we have a Facebook page that is updated regularly: celebrating children learning and sharing useful information for our families.
- Email /Text alerts any additional/ urgent information
- **Progress chats** on a termly basis we will work with you to plan the next steps in your child progress.

If you have a query, idea or feedback you can contact us by telephone or via email during normal working hours.

### **Gallatown Nursery**

Telephone No: 01592 583483

Email: gallatownnur.enquiries@fife.gov.uk







What is available for parents/carers?

Gallatown encourages parents to have regular contact with staff. Our staff are always happy to discuss how your child is getting on in nursery and we are available if you need some support or advice.

Our family worker Fiona runs a family learning program which is shared through our Facebook page and Newsletter under the **What's on** section. It gives an overview of the range of opportunities available to support you and your child with a brief description.

## WE ARE LOOKING FORWARD TO SEEING YOU IN NURSERY



## **HOLIDAYS & INSERVICE DAYS 23/24**

#### **SESSION TIME**

### **TERM TIME**

9am - 3pm

### **INSET DAYS**

14<sup>th</sup> August 2023 15<sup>th</sup> August 2023 10<sup>th</sup> November 2023 14<sup>th</sup> February 2024 9<sup>th</sup> May 2024

#### **HOLIDAYS**

9<sup>th</sup> October 2023 – 20<sup>th</sup> October 2023 21<sup>st</sup> December 2023 – 3<sup>rd</sup> January 2024 15<sup>th</sup> February – 16<sup>th</sup> February 2024 29<sup>th</sup> March 2024 – 12<sup>th</sup> April 2024 6<sup>th</sup> May 2024 3<sup>rd</sup> June 2024 1<sup>st</sup> July 2024 – 20<sup>th</sup> August 2024

### **SESSION TIME**

### **49 WEEKS**

8.00am – 12.40pm 1.20pm – 6.00pm INSET DAYS

14<sup>th</sup> August 2023 15<sup>th</sup> August 2023 10<sup>th</sup> November 2023 14<sup>th</sup> February 2024 9<sup>th</sup> May 2024

### **HOLIDAYS**

25<sup>th</sup> December 2023 - 3<sup>rd</sup> January 2024

6<sup>th</sup> May 2024

15<sup>th</sup> July 2024