

*Welcome
to
Pitteuchar
East
Nursery*



Session Times

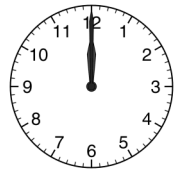
At Pitteuchar East Nursery we are open during term time.

We run one daily session.

Our session times are:

Between 9am—3pm

We appreciate your co-operation in collecting your child within the session times.



Please inform us if your child will be absent from nursery on their first day of absence only.



Dear parent/guardian,

We would like to welcome you and your child as you become part of our learning community here at Pitteuchar East.

We value parents as partners and look forward to involving you in your child's learning at nursery. We hope you find the information in this handbook useful. If you have any queries then please contact us by email.

We look forward to working in partnership with you.

*Jenn Knussen
(Headteacher)*

Our team



Ms Kernahan
Nursery teacher



Miss Bryson
Early Years Officer



Mrs Cunningham
Early Years Officer



Mrs Scott
Early Years Officer



Miss Docherty
Early Years Officer



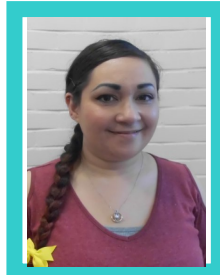
Mrs Hopton
Early Years Officer



Mrs Izatt
Early Years Officer

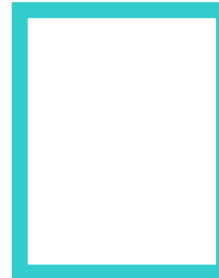


Mrs Laing
Early Years Officer



Mrs Lock
Early Years Officer

Our team



Mrs Cullen
Early Years Officer



Miss McNaughton
Early Years Officer



Miss Morgan
Early Years Officer



Mrs Smith
Early Years Officer



Mrs Thompson
Early Years Officer



Miss Thomson
Early Years Officer



Mrs Van Der Merwe
Early Years Officer



Miss Wallace
Early Years Officer



Mrs Wilson
Early Years Officer

Learning in nursery is fun and can at times be messy! We strongly encourage parents to dress their children in comfortable clothing which you don't mind getting dirty.

Please ensure the clothing worn encourages children to be independent e.g. Velcro shoes, avoid tricky buttons etc.

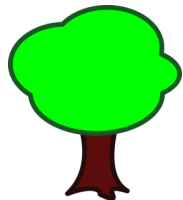


Uniform is certainly not essential but if you do wish to place an order then please visit www.myclothing.com.

Outdoor learning is part of our curriculum in nursery and children have free-flow access to outdoors throughout their nursery session.

Please ensure that children are suitably dressed for being outside.

Information will be communicated prior to 'forest kindergarten' sessions beginning.



Family Learning

At Pitteuchar East Nurery we greatly value the partnership we have with parents. We actively plan for opportunities where children can learn alongside their parents/carers and regularly gather your thoughts and views.



peep



Rhyme Time

Join us!

Nursery staff and children appreciate and enjoy parents/carers helping within the nursery. If you wish to become a regular parent volunteer, by law you will be required to complete a Disclosure Scotland check.

Here are some ways you can be involved:-

- Collecting materials for art & craft, e.g. boxes, buttons, lids, tubs etc.
- Helping on trips and walks
- Gardening, planting, growing
- Sharing talents, e.g. sewing, computers, playing an instrument
- Fund raising
- Coffee mornings
- Being part of a parents group

Other ideas that you might bring

Security

Entry and exit from nursery is by the front and side doors. These have electronic locking systems, which should be operated by STAFF ONLY.



On entry to nursery rooms, children are signed in by parents/carers. Collection arrangements are also recorded. Children are signed out by parents/carers at collection time. If there is to be a change in the person collecting from signed sheet, you **must** phone nursery during the session as we can only release your child to the person indicated.

Can I use the nursery car park?



NO - absolutely not, unless it is to collect a sick child.

For road safety reasons the nursery car park is strictly for staff and deliveries. Parents using the nursery car park inappropriately may be fined as this is a contravention of Fife Constabulary Road Traffic Safety Code.

Parking is just a short distance away in Megginch Place and nursery can be accessed by the footpath.

Disabled spaces can be used by arrangement for **NAMED NURSERY CHILDREN** only. Thank you for your understanding as safety is a priority!

Medication

Nursery staff do not normally administer medication to children, however, if your child requires medication, there are medical permission forms to complete at the school office. Medication should always be handed in in its original box with the prescription label on it. Please see a member of staff at the school office

How will nursery look after my child?

Pitteuchar East Nursery has a robust Child Protection Policy. It is available for all to view. All staff have training on Child Protection.

Our nursery is concerned with all aspects of a child's well being. We work together with other agencies to ensure the protection of children. We have a child protection co-ordinator with whom any concerns can be discussed. Please inform staff about any marks or bruises to avoid misunderstanding and concern.

Child Protection Co-ordinator: J. Knussen

Depute Child Protection Co-ordinator: S Petrie


What happens if my child has an accident or becomes unwell at nursery?

We will try to contact you by telephone if this is possible.

If you are unavailable we will then get in touch with the emergency contact as stated on your enrolment form. In serious circumstances, when no one can be contacted, your child will be taken to the local surgery or hospital.

It is extremely important that you keep your emergency contact details up to date.

Please Provide

- Comfortable clothing which you don't mind getting dirty (Learning can be messy)!
- Wellies for the garden in wet / wintery weather 
- A suitable coat for outdoor play and hats/ gloves in Winter.
- A sun hat and sun cream in hot weather
- A change of clothes in case of accidents (Please store these in the blue bag provided in cloakroom).
- A weekly contribution of £1.50 towards snacks, baking, outings and craft activities

Thank You...

Thank you for taking the time to read this handbook. We hope it has provided you with some information that will be useful as your child approaches their first day of nursery. If you have any queries prior to starting please do not hesitate to contact us via email. We look forward to welcoming you to nursery in person!

Note: The information contained in this booklet refers to the current school session and is accurate at the time of printing. Although the booklet will be reviewed each year there may be changes in the nursery in the intervening period.

AKernahan

Contact Information

Address:

Pitteuchar East Nursery Centre
Glamis Avenue
GLENROTHES
KY7 4NU

Telephone: 01592 583386

E Mail: pitteuchareastps.enquiries@fife.gov.uk
www.fife.gov.uk/schools

Find us on  [www.facebook.com/
PitteucharEastPS](http://www.facebook.com/PitteucharEastPS)