*“Families are our focus; children are our future.”*

**Welcome to**

**Treetop Family Nurture Centre**

**Hillend Road Granville Way**

**Inverkeithing Rosyth**

**KY11 1PL KY11 2HP**

**01383 602376 01383 60250**

**Email: inverkeithingnur.enquiries@fife.gov.uk**

**Welcome**

Dear parent,

We would like to extend a warm welcome to you and your child as you become part of our learning community here at Treetop Family Nurture Centre!

We are a committed team that plans for rich learning experiences. 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 do have any other queries then please do not hesitate to make contact.

On behalf of the nursery team “Welcome” and we look forward to working in partnership with you!

Yours sincerely,

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Rachel Marshall

(Acting Headteacher)

**Meet the Team**

|  |  |  |
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| **Senior Leadership Team:**  Acting Headteacher: Rachel Marshall  Depute Head of Centre: Elizabeth Hunter  Principal Teacher:Andrea Stark | | **Clerical Assistants:**  Karen McDowall (INV)  Daniel Van- Zyl (ROS) |
| **Early Years Officers:** | | |
| **Dragonflies (INV)**  Lorna McGuigan (Senior EYO)  Cara Main  Erin Gibson  Gill Ritchie  Julie Keith  Kat Callaghan  Hannah Hollands  Lisa Ross-Flemming  Suzie McGill | **Rainbows (INV)**  Alina Kaczmarczyk (Senior EYO)  Olivia Fair  Dawn Brown  Jane Todd  Kath Orwin  Rob Watts  Tracey Dodsley  Vicky Gordon (Apprentice) | **Caterpillars (INV)**  Shona Wilson  (Senior Family worker)  Connie Kennedy  Rhiannan Cameron  Sarah Dyer  Tutsirai Zvavamwe |
| **Hedgehogs (ROS)**  Linda Downie (Senior EYO)  Andrew Fletcher  Chloe Burt  Claire Fyffe  Susan Foreman  Nicola Miller  Rebecca Logan | **Squirrels (ROS)**  Nicola McMillan and Linda Downie (Senior EYOs)  Kelly Murrin  Rebecca Farnworth  Lesa Morris  Michelle Hall  Demi-Lee Brand  Caitlin McCulloch  Emer Kennedy | **Owls**  Nicola McMillan and Linda Downie (Senior EYOs)  Sabrina Connely  Sam Goldie- Davidson  Carla Murray  Charlene Hardy  **Pupil Support Assistants**  Katarzyna Podlesiecka  Lianne MacKean  Lindsay Gillespie-Meakin  Taylor Scott  Tracey McDonald |

**About Treetop Family Nurture Centre**



Both Treetop FNC Inverkeithing and Rosyth provides pre-school education for children aged 3-5 and offers early entrant 2 year old spaces for children and families with an identified social, emotional or educational need.

Within our Inverkeithing nursery there are two 3-5 year old playrooms, and one Early Entrants room, each with open access to a well-resourced outdoor play area. There is a meeting/resource room and a welcoming family lounge.

At Rosyth we have two playrooms for 3-5 year olds which access a large garden space and an Early Entrants room which has it’s own garden area to the front of the building. We have a meeting room, dining space and large welcoming foyer.

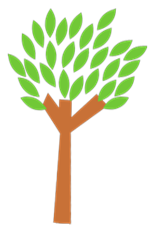
At Treetop we believe that working in partnership with parents/carers best supports our children, helping them make as much progress as possible in all areas of learning during their time with us. Treetop has well-established links with a wide range of agencies, helping provide high quality support to children and families.

We are a strong, committed team that strive to provide a welcoming and warm ethos. We have high aspirations and are supportive and respectful.  We take pride in promoting confidence and independence in our children as we establish them on their learning journey to develop skills for learning, life and work.

**OUR VISION**

To create a caring, supportive, safe and respectful environment where everyone can learn and grow together.

**OUR MISSION STATEMENT**



“Families are our focus; children are our future.”

**OUR VALUES**

**C**onnection

**A**spiration

**R**esilience

**E**mpowerment

**OUR AIMS**

In a child centred, loving, inclusive and fun environment we aim to:

* Build positive, respectful and nurturing relationships, working together in partnership with children, families and the wider community.
* Inspire, support and challenge everyone to reach their full potential, celebrating achievement for all.
* Support and promote self-regulation, wellbeing and resilience, developing skills for lifelong learning.
* Empower and motivate others to take ownership of their learning, promoting confidence, creativity and curiosity as we learn and grow together.

**Session Times**

|  |  |
| --- | --- |
| ***Inverkeithing***  **09:00-15:00**  Term time (39 weeks) | ***Rosyth***  AM **0800-1240** or PM **1320-1800**  (49 weeks)  OR  Mon, Tues **0800-1800** Wed **0752-1240**  Or  Wed **1320-1808** Thurs, Frid **0800-1800**  (46 weeks) |

**Keyworkers**

Your child will have an identified key worker who will be responsible for gathering information on your child’s development and learning. Keyworkers will keep you informed of your child’s progress.  However, all staff work as a team and will have extensive knowledge of all our children. Please feel free to approach your child’s keyworker if you have any queries.

**Personal Learning Journals**

Nursery provides a learning environment which is safe, predictable, nurturing and fun. There are a vast range of learning experiences on offer and your child will develop lots of new knowledge and skills which staff are committed to recording in your child’s own ‘Personal Learning Journal’.

You are welcome to take your child’s PLJ home and talk with each other about learning in nursery. We love it when parents add to this folder so keyworkers will show you how you can contribute to the PLJ folder.

You will be invited to have parent chats at certain points in the year, so you can hear about how your child has settled and how we can work together to share successes and plan next steps for learning.

**What do children do at nursery?**

* Learn through play
* Learn how to play with other children
* Learn how to listen and communicate with other adults
* We follow the Early Level Curriculum for Excellence. This is the curriculum followed by children in Scottish Schools throughout their time in school.

**Settling In**

Normally parents/carers are welcome to stay at nursery with their child to support a smooth transition. This is often a different length of time for each individual child. Your child’s keyworker will work with you and advise you. However, due to COVID restrictions parents are currently not allowed into the building but keyworkers will work with you to support your child’s transition in a different way.

**We ask that you provide…**

* **Comfortable clothing** which you don’t mind getting dirty. (Learning can at times be messy)!
* **A spare set of clothes** so that we have a change should your child get wet in the water tray or have an accident. All clothing should be labelled with your child’s name and stored in a bag which should be placed on your child’s peg during session times.
* We recommend **trainers, or boots/wellies** for the winter, to allow the children to safely enjoy physical play outdoors. Indoor shoes are also welcome in your child’s bag – especially when shoes and socks can become wet or muddy from outdoor play.
* Please also **bring a coat** for your child as we try to get out to play even if the weather is not very good. **Waterproofs** are also recommended.

**Snack and Mealtimes**

Children are offered an am and a pm snack during their session.

This is normally something like fruit, toast, cheese & crackers with milk or water to drink.

**Please let us know if your child has specific dietary requirements or allergies.**

Lunches are free and a choice of a hot or cold lunch is available. You can provide your child with their own packed lunch if you prefer. We follow ‘Setting the Table’ documentation.

Menus are shared with parents to support choices.

**Holidays**

Nursery is closed to **all** children on In-Service Days and Public Holidays.

**Inverkeithing**:

Our provision offers term-time 9-3 sessions and as such follows the school holiday calendar for Fife.

Some children may be offered additional time in the holiday period. This is normally arranged in collaboration with nursery, parents/carers and other professionals.

**Rosyth**:

Children accessing the AM/PM sessions in the 49 week model have 1 week holiday at Christmas, plus in-service and public holidays.

Children accessing our 2 ½ day sessions in our 46 week model have 1 week at Christmas, 1 week at Easter and 2 weeks in summer, plus in-service and public holidays.

Dates and reminders are included in our termly newsletters.

**Absence & Illness**

We encourage the children to practise good hand hygiene and infection control measures are followed by staff. We are also currently adhering to all COVID guidance from both the Scottish government and Fife Council.

Should you feel your child has something contagious then please do not send them into Nursery and contact us to let us know why they are ill.

If your child is not attending Nursery due to illness, family days, holidays, appointments then please let us know as soon as possible by calling the main office on the telephone numbers on the cover of this welcome booklet. We are required to follow a Fife Council procedure for all absences.

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. Infection control information can be found at the back of this booklet.

**Sun Awareness**

We work a Sun Awareness policy at Treetop that means that children should:

* Wear a sunhat when outside – legionnaire if possible
* Wear clothing covering the shoulders and arms
* Be outside for limited periods when sunny between 11.00-15.00
* Wear appropriate sunscreen
* Be encouraged to play in the shade and take frequent liquids

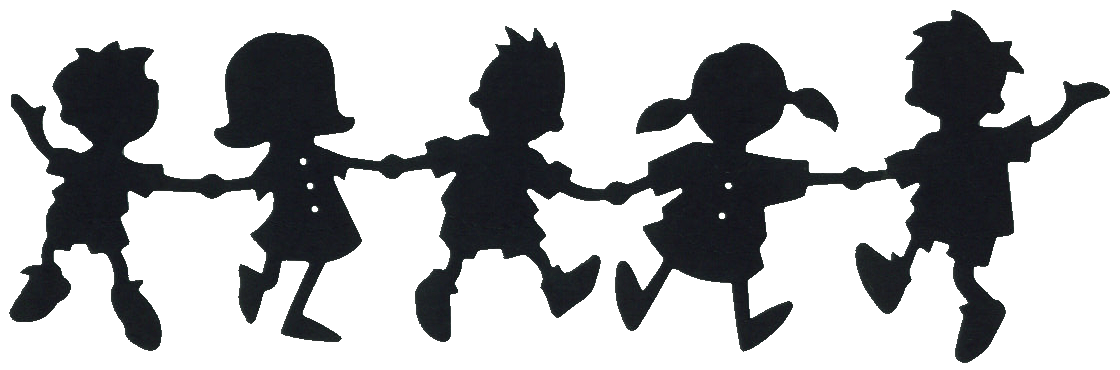
Parents/carers please apply sun cream to your child **prior** to coming into nursery. Staff will reapply during the full day session with nursery sun cream

If your child has sensitive skin, you may wish to supply your own sunscreen. Please label the bottle clearly and speak to a staff member.

**Accidents/ Incidents**

As children develop physically accidents can occasionally happen. In this event we have staff within nursery who are first aid trained. If your child has a minor accident in nursery we will treat them with any necessary first aid and advise you of the accident. We keep a record of all accidents. Parents are asked to sign the record to confirm they have been informed of the accident and can also have a copy of the form if they wish.

If the event of a major accident emergency services and yourself would be contacted.Please make sure we have an up-to-date contact for both yourself and your emergency contact in case we cannot reach you.

**Partnership with Parents**

At Treetop we adopt a family centred approach and we encourage 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.

In order to improve we often ask for feedback. Feedback helps us to continue to improve the service that we offer. We would be delighted to welcome you to join the parent council to have your say in how our school and nursery run. Please see newsletters and Facebook for dates of parent council meetings.

**Family Learning**

We offer a programme of parent groups, activities and learning sessions throughout the year. Some of the ways we have involved parents include:

**Stay and Play Visits**

You are welcome to stay and play for part of your child’s session. This gives you the opportunity to share in your child’s experiences.

**Forest/Beach Kindergarten**

Children will take part in outdoor learning sessions to the forest and beach. We walk to Letham Hill Woods where possible.

We welcome parents to come along and spend time with their child.

**Local Visits**

Children often go out for a walk in the local area e.g. library, care home, shops, orchard, playing field. We also welcome parent support at these times.

**Volunteering**

Can you help support the work at Treetop by becoming a volunteer?

If you can share your talents and time we will be grateful, just talk to a member of staff.

**Child Protection**

We have a duty of care to the children we see, and we have to make sure they are safe. The welfare of children is paramount to staff at Treetop Family Nurture Centre.

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

**Elizabeth Hunter is our Child Protection Co-ordinator**.

**Rachel Marshall is our Depute Child Protection Co-ordinator.**

**Our SEYOs are also child protection trained:**

**Inverkeithing: Shona Wilson, Lorna McGuigan and Alina Kaczmarczyk Rosyth: Linda Downie and Nicola McMillan**

**Concerns and Complaints**

If you have any concerns or complaints, please speak to your child’s keyworker or our Senior EYOs in the first instance.

Parents can also speak to management at any time. A member of the management team will be available to help. Please let staff know or contact us via telephone or email:

Inverkeithing: 01383 602376

Rosyth: 01383 602150

Or emailing our nursery at Inverkeithingnur.enquiries@fife.gov.uk





**Communication**

Staff members are always available at the start and end of a session. So please feel free to chat to staff daily.

We will invite you in throughout the year for a parent chat to discuss your child’s progress in learning.

If you use social media please join the closed Facebook pages. Each playroom has their own group page. You can access these through the main facebook under the groups tab. We use the FB groups to communicate regularly.

We provide a termly newsletter which keeps you up to date with important information. This is shared as a SWAY on the FB groups but if you require a hard copy or an electronic copy sent via email then please do not hesitate to speak to a member of clerical staff who will organise this.

Follow us: [www.facebook.com/TreetopFamily](http://www.facebook.com/TreetopFamily)

We also have a closed Facebook page for each playroom which you can request to join once you start at nursey.

**Our website is now on blogs.glowscotland.org.uk and can be reached using the code:**

bit.ly/treetopfnc

Scan this QR code with your smartphone to be taken straight to our main Facebook page.

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| **Facebook** | facebook qr code |

**Infection Control**

The information contained in the booklet was issued by the Department of Health and Department of Education.

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| |  |  |  | | --- | --- | --- | | **Infection or symptoms** | **Recommended Exclusion** | **Comments** | | **1. Rashes/ skin infections** | | | | Athlete’s foot. | None. | Not serious infection child should be treated. | | Chickenpox (Varicella Zoster). | Until all vesicles have crusted over (usually 5 days). | Pregnant staff should seek advice from their GP if they have no history of having the illness. | | Cold sores (herpes simplex). | None. | Avoid kissing and contact with the sore. | | German measles (rubella). | 7 days before rash and 7 days after. | Preventable by vaccination (MMR x 2 doses). Pregnant staff should seek prompt advice from their GP. | | Hand Foot and Mouth (coxsackie). | None. | If a large number of children affected contact HPT. 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. | | Measles. | 4 days from onset of rash. | Preventable by immunisation. (MMR x 2 doses). Pregnant staff should seek prompt advice from their GP. | | Ringworm. | Not usually required unless extensive. | Treatment is required. | | Scabies. | Until first treatment has been completed. | 2 treatments are required including treatment for household and close contacts. | | Scarlet fever. | Child can return 24 hours after starting appropriate antibiotic treatment. | Antibiotic treatment is recommended for the affected child. | | Slapped cheek/fifth disease. Parvovirus B19. | None (once rash has developed). | Pregnant contacts of a case should consult their GP. | | Shingles. | Exclude only if rash is weeping and cannot be covered. | Can cause chickenpox in those who are not immune, ie have not had chickenpox. It is spread by very close contact and touch. | | Warts and verrucae. | None. | Verrucae should be covered in swimming pools, gymnasiums and changing rooms. | | **2. Diarrhoea and vomiting illness** | | | | Diarrhoea and/or vomiting. | 48 hours from last episode of diarrhoea or vomiting. |  | | *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* 0157.  Further exclusion may be required for some children until they are no longer excreting. Exclusion is also variable for enteric fever and dysentery. HPT will advise. | Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. | | Cryptosporidiosis. | Exclude for 48 hours from the last episode of diarrhoea. | Exclusion from swimming is advisable for 2 weeks after the diarrhoea has settled. | | **3. Respiratory infections** | | | | Flu (influenza). | Until recovered. | If an outbreak/cluster occurs, consult your local HPT. | | Tuberculosis. | Advised by HPT on individual cases. | Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread. | | Whooping cough (pertussis). | 48 hours from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment. | Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. | | **4. Other infections** | | | | Conjunctivitis. | None. | If an outbreak/cluster occurs, consult your local HPT. | | Diphtheria. | Exclusion is essential.  Always consult your local HPT. | Family contacts must be excluded until cleared to return by your local HPT. Preventable by vaccination. | | Glandular fever | None. | | | Head lice | None. | Treatment is recommended only in cases where live lice have been seen. | | Hepatitis A | Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice). |  | | Hepatitis B, C, HIV/AIDS. | None. | Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. | | Meningococcal meningitis/ septicaemia. | Until recovered. | Meningitis ACWY and B are preventable by vaccination.  There is no reason to exclude siblings or other close contacts of a case. | | Meningitis due to other bacteria. | Until recovered. | Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. | | Meningitis viral | None | Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required. | | MRSA | None. | Good hand hygiene and environmental cleaning. | | Mumps | Exclude child for 5 days after onset of swelling. | Preventable by vaccination (MMR x2 doses). | | Threadworms | None. | Treatment is recommended for the child and household contacts. | | Tonsillitis | None. | There are many causes, but most cases are due to viruses and do not need an antibiotic. | |
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