



Nursery Handbook

2020/2021

General Information

Names and Job Titles of Our Staff Members

Below is a list of staff at the nursery and details of our regular opening hours.

| | |
|-------------------------------|--|
| Head Teacher | Mrs Meechan |
| Depute Head of Nursery | Miss McIntyre |
| Early Years Team Leader | Miss Erskine |
| Nursery Teacher | Mrs Norton |
| Early Years Worker | Miss Egan (Mat Leave) |
| Early Years Worker | Miss Wylie (Job-Share) |
| Early Years Worker | Mrs Rodger (Job-Share) |
| Early Years Worker | Mrs Leggate |
| Early Years Worker | Miss Smith |
| Early Years Worker | Mrs McGill |
| Early Years Worker | Mrs McKinney |
| Early Years Worker | Mrs Davidson |
| Early Years Worker | Miss Sutherland |
| Early Years Worker | Miss Hassan |
| Early Years Worker | Miss Clark |
| Early Years Worker | Miss Hammond (Job Share Mon Tues) |
| Early Years Worker | Miss Simmons (Job Share Wed Thurs Fri) |
| Early Years Apprentice | Miss Harper |
| Early Years Support Assistant | Mrs King |
| Early Years Support Assistant | Mrs McCafferty |

Address: Harvester Avenue
Newton
G72 6AA

Tel No: 0141 642 0469

School Number: 0141 642 0333

Email: office@newtonfarm-pri.s-lanark.sch.uk

Hours of Opening: 8am – 6pm

Core Sessions: 8am – 12.35pm
1pm – 5.35pm

We are an extended day establishment open between 8am and 6pm offering a flexible service to children and their families. We urge that children arrive in time for the beginning of their sessions to ensure that they do not miss out on valuable learning opportunities. Out with the core sessions and by arrangement and availability, children can be collected between 5.35pm and 6pm. Parents must note that an additional charge per hour or part hour is payable to South Lanarkshire Council for this service. If you require the use of this service, please speak to Miss McIntyre, Depute Head of the Nursery, to make an extended contract.

The nursery is opened **50 weeks** of the year.

Public Holidays and In-service days are as follows:

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|---|--|
| Teachers return on Tuesday 11 August 2020 | Pupils begin returning on Wednesday 12 August 2020 |
| In-service day - all schools | Tuesday 11 August 2020 |
| September weekend | Friday 25 and Monday 28 September 2020 Pupils return on Tuesday 29 September 2020 |
| In-service day - all schools | Monday 16 November 2020 |
| Christmas/New Year | Schools close at 2.30pm on Tuesday 22 December 2020 Schools re-open on Wednesday 6 January 2021 |
| In-service day - all schools | Wednesday 10 February 2021 |
| Easter | Fri 2 nd April and Monday 5 th April |
| May Day | Monday 3 May 2021 |
| In-service day - all schools | Thursday 6 May 2021 |
| Local holiday | Friday 28 and Monday 31 May 2021 |

Admissions Policy

All nursery places are allocated in line with the Council's admissions policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child.

An admissions panel will meet annually to allocate nursery places.

The panel will consist of all Heads of Early Years Establishments in the area and representatives from the Early Years' Service.

Age range of children in the establishment: 2 – 5 years

Register of Applicants

The Depute Head will keep a register of all applicants and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission.

Parents can ask to see their application form at any time. If circumstances change which affect the application, you should speak to the Depute Head of Nursery.

Enrolment Procedures

Once your child has been allocated a place, the Depute Head of Nursery will contact you regarding the starting date. An appointment will be made for parents to complete the enrolment pack.

Day 1 – 1 hour – 1 ½ hours; parent/carers stay in building

Day 2 – 1 ½ hours – 3 hours – parent/carers stay in contact via mobile

Day 3 – Morning/afternoon session, possibly including lunch if the child will attend a full day

The **Little Explorers Room** can accommodate **10 children aged 2-3 years** per session. Children can have morning or afternoon sessions, or attend a full day.

The **Adventurers Room** can accommodate **56 children aged 3-5 years**. Children can have morning or afternoon sessions, or 2 ½ days beginning or end of week.

Curricular Information

Together we can and we will provides South Lanarkshire Councils Curriculum for Early Learning and Childcare and pedagogical guidance. Curriculum is defined as the totality of experiences delivered within an education setting. This document provides a curriculum alongside guidance, which supports the development of pedagogical practice. It combines Curriculum for Excellence, Pre Birth to 3, Building the Ambition, as well as current theory and thinking. It also supports the practitioner's professionalism and confidence in their role and delivery of the curriculum. The document will support our children to become successful learners, effective contributors, confident individuals and responsible citizens.

Together we can and we will provides the opportunity to design and deliver a curriculum where children will lead their own learning, supported by experiences provided by practitioners. The experiences will reflect children's interests within stimulating spaces and environments. It considers children's developmental stages, and focuses on the developing baby, toddler and young child. The key aspects of learning are identified as;

- **Health & Well Being** – Focuses on children's emotional, personal, social and Physical development.
- **Communication** – Focuses on children's language and literacy skills.
- **Creativity** – Focuses on the development of critical thinking, open mindedness, curiosity, problem solving and imagination.

Together we can and we will identifies learning goals which reflect the child's developmental milestones. These learning goals are used to plan for children's learning, they support progression and should be actively promoted to children and families.

What to bring to nursery?

Nursery Bag

All children should bring a nursery bag each day. Parents should leave their child's bag on their peg. Parents should include at least two full changes of clothes. If your child is toilet training, please pack multiple full changes of clothes including a pair of spare shoes.

Nursery Clothes

Children should come to nursery wearing everyday comfortable clothes and shoes that will allow them to participate in all the activities including physical play. We do provide aprons for messy play activities but parents should avoid bringing children to nursery in expensive clothes.

Outdoor Clothes/ Sun cream

Can parents please apply sun cream to their child on sunny days before the nursery session. We will reapply sun cream as required. Please bring a sunhat for your child's use.

Labelling Clothes

Can parents please mark their child's name on their clothes and in particular their zippers, jackets and wellington boots/shoes.

What to Bring for Young Children

Nappies, Wipes, Dummies and bottles if required.
Comforter such as blanket or teddy if used.

Toys

Children are welcome to bring their comfort toy or blanket to nursery but we would ask that where possible children do not bring other toys into nursery in case they get lost or broken.

Nursery Policies and Procedures

The nursery updates procedures on an annual basis and we consider your contribution to this process invaluable. Your views are important to us so please take some time to read and comment on our policies.

Suitable Clothing

Messy play is very important for children. We will always try to make sure that they wear aprons, but accidents happen, so please ensure you provide a change of clothes. Please also make sure that your child has suitable outdoor clothing as outdoor play is part of our daily routine. During warmer weather a sunhat and sun cream should be kept in their bags. Labelled changes of clothing should be put in each child's bag and placed on their peg.

Celebrations & Birthdays

It is important to share and celebrate birthdays within nursery. We do this by having a special snack, the child wearing our birthday hat, and receiving a card from their friends. You are welcome to donate a shop bought birthday cake, which will be given to the children at snack time, along with their usual snack for the day. If you do not wish your child to have cake please speak to a member of staff. Unfortunately, we are not allowed to accept homemade cakes.

We also celebrate other festivals in the nursery, which may include Diwali, Chinese New Year, Christmas, Eid, Easter, St Andrews Day and Burns Day. We welcome your suggestions and participation with this.

Indoor Shoes

Please provide your child with soft indoor shoes, which can be kept in their shoe box at nursery. Outdoor shoes should be taken off and placed in your child's shoe box or bag – please ensure that your child's name is on each of their shoes.

Nursery Uniform

Nursery polo shirts and fleeces are available from www.scotcrestschoools.co.uk – please speak to a member of staff for more information and to see samples of nursery clothing.

We ask that all shoes, jumpers, jackets etc. have name labels so we can identify the correct owner. Name labels can be obtained from www.STIKINS.co.uk quoting our reference number **35933**. By doing this the nursery gain a commission for our funds.

Attendance

The children are expected to attend nursery regularly as activities carried out one day will be followed up the next. This will also set the pattern for when the children go to school.

Parents must telephone the nursery before **9.am** or **1.30pm** if their child is not attending nursery. Nursery staff will contact parents at home or at work if there is no information regarding the child being absent. If staff cannot make contact with parents, they will contact the child's emergency contacts. Parents are asked to keep staff informed of holiday arrangements.

If the nursery place is not used regularly without good reason there is the possibility that child's place may be withdrawn.

Sickness and Diarrhoea

Following the **NHS Guidelines** for Gastrointestinal Infection - any child suffering from sickness and diarrhoea **must** remain absent from nursery for 48 hours from the last bout of either.

Insurance

Some children like to bring something special or new to the nursery for their friends to see, however, parents should ensure that valuable items are not left at nursery, particularly as the council has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the council can be shown to be negligent.

We also urge that children do not bring toys from home as there is a high risk of them being broken or damaged. We will not accept any responsibility for any lost or damaged toys – we do encourage any toys etc to be placed in children's bags before entering the nursery room.

Arrival and Collection of Children

It is expected that a responsible adult, i.e. someone over the age of 16 years, will transport a child to and from nursery. On arrival, please sign your child in and present your child to a member of staff.

In the interest of your child's safety you should make a point of telling a member of staff if he or she is to be collected by someone not known to the staff. This avoids embarrassing situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. Parents are asked to identify a password for their child. Passwords will be asked for if an unauthorised adult arrives to collect a child from nursery. Parents should be aware that children will not be handed over to an unauthorised adult simply by the use of a password alone. Staff will contact parents to confirm an unauthorised adult's identity and to clarify the situation before handing over a child.

Excursions and Consent Forms

We envisage using the facilities within the local community, and will take the children for local walks. If you wish for your child to participate in these local outings, you should sign section 8 of your child's enrolment form. There will be a separate permission form for all children participating in further away outings or day trips when using public transport.

Emergency Closure Arrangements

The establishment will be opened on the times already outlined, but on some occasions circumstances arise which means the establishment has to close.

Newton Farm Primary Nursery may be affected by, for example, severe weather, transport problems or power failures. If this happens, we will do all we can to communicate the details of closure and re-opening.

We may keep in touch by telephone, the local press, the local radio or South Lanarkshire Council's website.

Emergency Contacts

Parents whose children are in the nursery are asked, where possible, to provide the establishment with the names and addresses of two contacts for use in case of an emergency. You are asked to keep the establishment up to date with any changes in this information which will be recorded in each child's Care Plan.

Nursery Funds

We ask for a contribution of 50p per session for each child which has to be paid through Parent Pay. Every child will have their own account - this is paid weekly and information will be given to you when you complete your child's enrolment. This helps boost nursery funds for specific resources; i.e. Halloween Party, our Butterfly Garden etc.

Snacks and Lunches

Children who attend morning or afternoon sessions will have the opportunity to have Brunch in the morning and High Tea in the afternoon. The children who attend full days will have a snack as part of their session. Children with special dietary requirements should speak to a member of management to ensure their child's needs are met.

Application of Sun Cream

Young children need special care when they are in the sun. They love playing outdoors, but they are not aware of how the sun can damage their skin. So as adults it is important that we take precautions for them.

On hot, sunny and warm days I would ask that you apply sun cream before you bring your child to nursery and remember to sign on the register that you have done this. We have a small supply of factor 40/50 hypoallergenic sun cream if you have forgotten and would ask that you apply this to your child.

I ask that you give consent for the nursery to apply sun cream on your child through the session.

Application of Sun Cream

I wish/do not wish for my child _____ to have sun cream applied.

Signed _____ Parent/Guardian Date _____



EDUCATION RESOURCES

EXECUTIVE DIRECTOR *Tony McDaid*

Newton Farm Nursery

Sun Cream Policy

Purpose of Policy

To ensure children in Newton Farm Nursery are protected from the sun and have sun awareness.

Important Information

Please bring your child to nursery every day with a high factor sun cream applied. We will no longer be asking as we will assume you have applied it. Children attending full days must have a bottle of sun cream in their bags- clearly marked with their name. Staff will re-apply the protective sun cream at lunch time.

Be Smart Be Sun Aware.

Now that summer is here and hopefully the weather will improve. We need to think about protecting ourselves and our children when outside having fun.

All types of skin cancers are on the increase. Malignant Melanoma, the most serious type of skin cancer is the third most common type of cancer in girls and the most common cancer in boys in the 15to 39 age group.

The sun emits different rays including infra-red and ultraviolet. Infra-red are the rays which provide the heat and ultraviolet rays are the ones that cause sunburn, skin cancer and skin aging. So it is important to remember even on a cool day with lots of cloud cover the ultraviolet rays are still getting through so you still need to protect yourself.

Sunburn doubles the risk of skin cancer **SO BE SMART IN THE SUN.**

Use the **SUNSMART CODE**;

- **SPEND** time in the shade between 11am and 3pm
- **MAKE** sure you never burn
- **AIM** to cover up with a T shirt, hat and sunglasses
- **REMEMBER** to take extra care with children
- **THEN** use a high factor sunscreen (sun cream)

www.cancerhelp.org.uk

Sun creams should contain both UVB and UVA protection. We would recommend at least a factor 30 for adults and at least a factor 50-60 for children. The higher the better and it should be applied regularly throughout the day.

If you wish more information, please see a member of the management team.
Thank you for your continued support.

Date reviewed:

Signature: Designation – Head of Centre

Food Allergens

There has been a change to the law regarding allergens in food. The Food Standards Agency has listed 14 allergens that must be identified when used as ingredients in foods. The nursery uses products containing a number of the identified allergens such as milk, cereal, eggs and sulphur dioxide (found in dried fruits such as raisins). We have attached this list for your information.

It is important that if your child is allergic to any food item it is recorded on their enrolment form. Peanut and nut allergies are present within the nursery/school so it is extremely important that foods containing nuts are not brought into the environment, keeping the setting as nut free.

We do promote a healthy environment and continue to regularly provide milk, water and fruit. If you would like to know about the ingredients in your child's snack, please ask and we will inform you of any allergens it may contain.

14 ALLERGENS
coming to a food label near you

The way allergens are labelled on pre-packed foods is changing because of new regulations. The Food Information Regulations, which come into effect December 2014, introduces a requirement that food businesses must provide information about the allergenic ingredients used in any food they sell or provide.

There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus) when they are used as ingredients in a food. Here are the allergens, and some examples of where they can be found.

| | |
|---|--|
| Celery / Celeriac The stalks, leaves, roots, seeds and the root celeriac stalks. You can find celery stalks, celeriac, celeriac powder, seeds and fresh seeds. | Cereals Containing Gluten Wheat based or rye and rye-based wheat based, or barley and oats in a food or food containing them, with or without type of hydrolysed wheat, malted wheat, malt, malt extract, malt powder, malt, barley, sorghum, rye and food which are based on them. |
| Crustaceans Crabs, lobsters, prawns and crayfish are crustaceans. Shrimps/prawns, other shellfish and the shellfish which are eaten as shellfish, or in liquid or as a powder. | Eggs Egg and other food in which, some meat products, mayonnaise, mousses, cakes, biscuits, sweetened pastes or food based on a good with eggs. |
| Fish You will find this in some fish sauce, garnish, relishes, salad dressings, fish oil and fish-based products. | Lupin The seeds in flour, but it's also found in flour. Flour and seeds can be used in some types of bread, pastries and some biscuits. |
| Milk Milk is a common ingredient in butter, cheese, cream, milk powder and yogurt. It is also in biscuits, bread, custards or good with milk, and powdered sugar and cream. | Molluscs The common mussels, but also, scallops and oysters, but also in some types of bread, pastries and some biscuits. |
| Mustard Mustard seed, mustard powder and mustard seeds. You can find mustard powder in bread, biscuits, cakes, soups, dressings, meat products, salad dressings, mayonnaise and eggs. | Nuts Not to be confused with peanuts which are actually legumes and are not allergenic. The allergenic nuts are all with green in the shell, like walnuts, almonds and hazelnuts. You can find nuts in breads, biscuits, cakes, pastries, meat products, other food and drink, and in chocolate, milk, ice cream, nut butter, almond powder, nut oil and nut oils. |
| Peanuts Peanut oil is a legume and green podded legume, which is also a common allergenic ingredient. Peanuts are also used as an ingredient in biscuits, cakes, soups, dressings, meat products, mayonnaise, and in some types of bread, pastries and some biscuits. | Sesame Seeds There are also other types of food in which sesame seeds are used, such as bread, pastries, biscuits, cakes, soups and nut oils. They are sometimes found in nut oils. |
| Soya This is a common allergen in soy sauce, miso paste, soy protein, soy protein powder, soy flour or milk, soya or soya lecithin or soya flour. It is also found in bread, biscuits, cakes, soups, dressings, meat products, mayonnaise and nut oils. | Sulphur Dioxide (Sulphites) This is an allergenic food and is found in food such as wine, dried apricots and prunes. You might also find it in some pastries, soft drinks, yogurts and food in some varieties. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide. |

Information provided by The Food Standards Agency

Packed Lunches

In accordance with NHS Health Scotland's revised nutritional guidance, here are some suggestions for a healthy, well-balanced packed lunch...

| | |
|---|---|
| <p style="text-align: center;">Main</p> <p>A variety of sandwiches, different breads, bagels, rolls, breadsticks or crackers</p> <p style="text-align: center;">...</p> <p>Homemade pasta or rice salads</p> <p style="text-align: center;">...</p> <p>Fruit scones, pancakes or fruit loaf could be Offered as a healthier alternative to confectionary</p> | <p style="text-align: center;">Fruit and vegetables</p> <p>Chopped vegetables; cucumber, peppers, Or cherry tomatoes</p> <p style="text-align: center;">...</p> <p>Fruit; whole fruits that are in season</p> <p style="text-align: center;">...</p> <p>Dried fruit; raisins, sultanas or apricots Fruit salads; a variety in a small tub</p> |
| <p style="text-align: center;">Sandwich fillings</p> <p>Ham, turkey, chicken, fish, humus or egg (try to avoid too much mayonnaise or salad cream as these can be high in fat, salt and sometimes sugar)</p> | <p style="text-align: center;">Milk and dairy foods</p> <p>Dessert could be; yoghurt, custard, mousse or fromage frais small helpings of cheese; either in cubes or slices</p> |
| <p style="text-align: center;">Drinks</p> <p>Fruit juice Milk Water (no fizzy juice)</p> | <p style="text-align: center;">Sample Lunch</p> <p>All lunch bags must have an ice block inside</p> <p style="text-align: center;">...</p> <p>Wholemeal bread with cooked ham, pot of chopped grapes – chopped lengthways, yoghurt and a carton/bottle of fresh fruit juice</p> <p style="text-align: center;">...</p> <p>Tuna pasta with sweetcorn, sliced apple, tub of custard and a bottle of water</p> <p style="text-align: center;">...</p> <p>Roll with cheese and salad, tub of raisins, fromage frais and a carton of milk</p> |

Accommodation for Parents

There is a Parents Room within the establishment and parents are encouraged to use this. You may find this room useful during the settling in process, as a drop-in facility or to meet up with other parents.

Smoking Policy

Newton Farm Primary Nursery is a non-smoking establishment; therefore, smoking is not permitted anywhere in the building or grounds. Please note this also applies to electronic cigarettes.

Animals

Please note that animals are not allowed in the building without prior consent.

Mobile Phones

Parents, carers and visitors to the establishment are asked not to use their mobile phones at any time within the nursery environment. Any phone calls can be made or taken in the playground area outside of the main reception area.

Car Park

In the interest of health and safety, we ask parents to park in the designated spaces within the car park. Parents must not use the Disabled Parking Bays at the front of the school as these are for designated drivers/passengers with Disabled Blue Badge Permits. Your assistance in the matter is greatly appreciated.

Child Protection

Staff employed within nurseries and schools have a duty of responsibility to protect children who attend the establishment from danger or harm.

If any member of staff suspects that a child may be at risk of abuse, they will report the matter to the Depute Head of Nursery, which will then report to the Head Teacher of the school.

The Head Teacher will decide if there are grounds for concern and will, if necessary, contact Social Work Resources.

Child abuse is described under the following categories.

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

A copy of the establishment's procedures for child protection is displayed in the Parents Room.

Staff within educational establishments have a major responsibility in assisting Social Work Resources in identifying cases of child abuse.

Our updated Nursery Class pages on the Newton Farm Primary School website can be found at:
<https://blogs.glowscotland.org.uk/glowblogs/newtonfarm/nursery-information/>

Weekly updates and pictures will now be posted on the Nursery Learning Blog page at:
<https://blogs.glowscotland.org.uk/glowblogs/newtonfarm/nursery-information/nursery-learning-blog/>

Is there anything else you would like to see on the website? Let us know if you have any suggestions.

Suggestions and Complaints

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact **The Head Teacher Mrs Meechan** or **Miss McIntyre, Depute Head of the Nursery** in the first instance or please put your suggestions in the box provided in the reception area.

Similarly, if you have a complaint about any aspect of the service you should contact **The Head Teacher Mrs Meechan**.

If you prefer you could contact the Early Years Manager for this area who is:

Morag McDonald
Early Years Manager (Strategic)
Council Offices
Almada Street
Hamilton
ML3 0AE
Tel No: 01698 454474

The Care Inspectorate would also be happy to assist you in dealing with any complaints.

They can be contacted as follows:

The Care Inspectorate
Princes Gate
Castle Street
Hamilton
ML3 6BU
Tel No: 01698 897800

The Care Inspectorate registers and inspects all services under Public Services Reform (Scotland) Act 2010 and the Social Work Improvement Scotland (Applications and Registration) Regulations 2011. It inspects services to make sure they are meeting regulation and doing so takes account of National Care Standards. Any person making a complaint to any of the above will be informed of the action (if any) that is to be taken within 20 days of the complaint being made.

Please Note Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with, either before your child's placement begins or during the course of the placement. The Head Teacher and Depute will tell you of any important changes to the information.