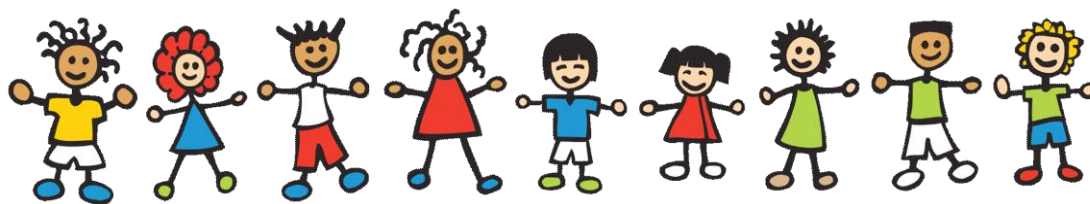


Chapelgreen Nursery Class Handbook



Session 26/27



Chapelgreen Nursery Class
Handbook Session 2026/27
Staffing

<u>Name</u>	<u>Job Title</u>
Mrs Siobhan McLeod	Head Teacher
Mrs Rebecca Savva	Principal Teacher
Mrs Joey Beveridge	Early Learning Childcare Lead Practitioner
Miss Angela Coburn	Early Learning Childcare Key Worker
Mrs Safiha Saeed	Early Learning Childcare Support Worker (am)
Miss Holly Foulner	Early Learning Childcare Support Worker (pm)

Contact Details

Chapelgreen Primary School & Nursery Class
Mill Road
Queenzieburn
Kilsyth
G65 9EF
Tel: 01236 794836
E-mail: nlmcleods1@northlan.org.uk



The Aims of Chapelgreen Nursery Class

- *To provide a caring, stimulating and welcoming environment where your child feels safe and secure;*
- *To provide a wide range of experiences and learning opportunities to develop your child's emotional, social, physical, creative and intellectual capabilities;*
- *To work in partnership with parents, carers, children and other agencies to develop the child as a whole;*
- *To provide a flexible service to meet the needs of our parents, carers and children;*
- *To encourage at all times, mutual respect and positive attitudes towards others whose gender, language, religion or culture is different from our own;*

Nursery Layout and Accommodation



The nursery is accessed via the pedestrian entrance in the school playground. It is a self-contained one level building with a large room that houses the playroom, a kitchen, interactive whiteboard, a sink and a water machine. It has two exits. One leads to a small cloakroom which houses the main entrance with secured access, and toilets. The other exit leads to an outdoor area. The outdoor area is fenced with some sections of safety ground, grass and pathways. There is an outside hut, a large tree with natural seating, and lots of opportunities for loose parts play. There is locked storage that houses the bikes.

Our nursery can accommodate 16 children from 9am-3pm. This makes 1140 hours. You do not have to use all the 1140 hours at nursery, you can split with another provider, for example, Childminding,



The nursery follows the school calendar and is open for 38 weeks each year. Please see Appendix 1 for details of holidays and inset days for this session.

Accessing the Nursery



Please enter the school playground via the nursery gate and walk down to the nursery building. The door will open at 9am to welcome children and provide an opportunity for families to pass on any information.

At the end of the nursery day, which for most children is 3pm, the nursery team will bring your child to the door for you to collect, allowing again for information to be shared.

Should you be coming to the nursery outwith these times, please use the nursery gate but make sure it is closed behind you, press the buzzer next to the door and wait at the bottom of the steps for a member of the nursery team to open the door.

We very much want to work in partnership and share valuable information. Should you have more information to discuss, please wait until the children have entered, or arrange a telephone call, or appointment.

Starting Nursery

All children who will be 3 years of age before the 1st March 2027 are entitled to receive up to 1140 hours statutory funded place during session 2026-27.

Nursery Applications

In the January of the school session before your child is three, parent or carers should complete an application form online at www.northlan.gov.uk by the date specified, usually February/March.

Parent and carers are required to produce their child's birth certificate and a recent council tax bill at this time. Dates will be communicated in the local press and throughout the community.



All nursery places are allocated in line with North Lanarkshire Council's admission policy. In May, you will receive a letter confirming your place and details of how to accept this place. This should be done by the specified date otherwise your place may be re-allocated.



In June, you will be invited to see the nursery, meet staff and complete enrolment paperwork for your child.

Induction

This will take place when your child is due to start Nursery. Initially, this will involve bringing your child into the nursery for approximately one hour depending on your child's needs. Procedures for settling your child thereafter will be discussed with you at this point in line with our settling in policy. For example, your child may attend the next day for a longer period, building up to the full session at a pace suitable for your child. Some parents want their child to be in full days from the beginning to help accommodate work commitments. We will always do our best to support this providing your child is able to cope with this level of attendance at nursery.

Attendance

It should be noted that although attendance in nursery is not compulsory, it is monitored. If your child cannot attend nursery for any reason, we would appreciate a phone call. You will receive a courtesy phone call to confirm the reason for absence if we do not hear from you. Continual absence, for an extended period of time without explanation can result in the Nursery place being withdrawn.

Contact Details

Please ensure that we always have current contact details for you and all your emergency contacts. If you change address or phone number, please inform the school office so that records can be updated.

Contacting the School Office

If you telephone the school office, it would be helpful if you could indicate why you are calling. This will help office staff to decide whether it is necessary to forward your call to nursery staff, or simply take a message.



Students

We support students who are undertaking various courses, including the PDA course and professional qualifications in early years and primary education. You will be informed of any student placements.

Child Protection



North Lanarkshire Council's Child Protection procedures and guidelines state that:

- All children have a right to grow up in a safe and caring environment;
- It's everyone's responsibility to protect young people and children;
- Protecting children from harm is a major priority.

Chapelgreen Nursery Class fully endorses and adheres to the Authority's position in relation to Child Protection. Any concerns, disclosures or suspicions should be reported to the Head Teacher/Child protection Co-ordinator, Mrs Siobhan McLeod on 01236 794836 or in her absence, Mrs Rebecca Savva, Principal Teacher. Please note that it is policy that Social Work will be contacted if we have a concern.

Illness

The nursery has strict guidelines for exclusion in relation to illness. These are included at the end of this handbook.



If your child becomes ill, you will be contacted by telephone. The next point of contact will be your emergency contact as listed on your enrolment form/data check. We will make your child as comfortable as possible until you can arrange for them to be collected.

Please remember to observe the 48 hours clear of symptoms after vomiting and/or diarrhea before returning your child to nursery.

Medication



Staff can only administer medicine or treatment that has been prescribed by a medical professional. Prescribed drugs will be stored in an adult height cupboard.

Parents/carers will be required to give written consent to authorise staff to administer this. All medication, including inhalers, should be clearly labelled with your child's name from the chemist. We will not be able to give your child the first dose of their medicine. This must happen at home. Please note that it is essential that you inform staff of any medical conditions or allergies your child may have, during enrolment.

Accidents

If your child has an accident, they will be assessed and treated by nursery staff and/or the first aider. All accidents are recorded in the accident folder and you will be informed when you come to collect your child. You will also be asked to sign the accident slip to acknowledge this information has been shared with you. If your child is seriously injured or a cause for concern, you will be contacted immediately.



Clothing



We have a lovely uniform in Chapelgreen Nursery Class, which is both cute and comfortable. Sweatshirts and polo shirts can be ordered from Myclothing.com. Other items are also available. Nursery can be a messy place, so please do not send your child to nursery in their best clothes. We do have aprons, but accidents can happen. Short sleeves are a good idea, particularly for the water area and painting. Your child will also need a pair of indoor shoes, preferably plimsoles.

Toys

We understand that some children like to bring a toy from home as a source of comfort. We support this during the child's initial settling in period. Once children are settled however, we then discourage this, as we can't guarantee that toys will not get lost or damaged.



Weather

Please consider the weather and dress your child appropriately. In warmer weather please make sure your child is protected from the sun.



In winter, please consider the fact that children will be outdoors. We respectfully request that no football colours are worn in the nursery including hats, scarves and gloves.

How is the curriculum delivered?



Staff carefully observe and listen to the interests of the children and plan the learning environment indoor and outdoor with resources, many of them natural, for children to explore. Staff follow these interests and set up provocations to build on their learning experiences. Staff then match these experiences to the outcomes for “A Curriculum for Excellence”.

Children learn through play in the Nursery and are often leaders of their own play. They will be encouraged to develop the four capacities that will help them become Successful Learners; Effective Contributors; Confident Individuals and Responsible Citizens.



We recognise that children come to Nursery having been educated firstly by their parents/carers and families. This knowledge is valued and built upon. Every child’s experience is unique. We respect this by finding out what matters to your child through Our Home to Nursery Transition Booklet “What Matters to Me”.

Who will be working with my child?

Your child will have a named key worker who will be responsible for keeping your child’s learning profile up to date, report writing and meeting with you to discuss your child’s progress. Although your child will have a key worker, all members of the staff team will also work with your child. Each member of staff is responsible for observing and recording significant learning and ensuring that the needs of your child are being met in the nursery.



How will I know how my child is doing?

Assessment is used to confirm progress and inform planning, including next steps. Observations are carried out and recorded in your child’s online learning journal. Parents can see what has been recorded once they have signed up. You will see photos of your child at nursery, and you will also be able to comment or give an emoji.

Your child will also have a Personal Plan which focuses mainly on Health and Wellbeing. Targets will be set with you and your child and the nursery team will support with this. It could be a target in nursery or at home. We will celebrate your child’s achievements, efforts, creativity, manners, and social skills. If your child is involved in any clubs or activities, please let us know.



What will happen if my child is experiencing difficulties?

Children are monitored regularly through observations and individual goal setting. If your child is experiencing any difficulties, extra support will be provided in the form of additional one-to-one attention and activities.



We aim to always work in partnership with parents and carers. If difficulties are not addressed through staff support, we may request your consent to seek additional support from appropriate outside agencies, for example, Speech and Language.

If additional support is required for a significant period, a Getting it Right for Me Plan (GIRFME) may be required. This is shared with parent/carers throughout the year.

Health and Hygiene



The children have access to toilet and hand washing facilities in the nursery. Children wash their hands before snack. We have a stringent infection control policy within the nursery, which is available for parents and carers to read. There are agreed procedures for the management and disposal of clinical waste.

Promoting Healthy Eating

As a health-promoting nursery, we are committed to healthy eating and nutrition education. In view of the Nutrition Act, we respectfully ask parents and carers not donate sweet treats/birthday cakes to the nursery.



Lunch/Snack

Children will be provided with a two-course healthy meal at lunchtime which they can serve themselves from dishes on the table. We note how much each child has eaten at lunchtime to allow us to provide an appropriate snack and also to let families know, especially if your child is not going straight home.

We rely on a weekly donation from parent/carers to provide a small snack in the morning and afternoon. We suggest a weekly amount of £2.50, or whatever you can manage. We provide an envelope for weekly donations. Snacks can include:

- ❖ Fresh fruit/raw vegetables
- ❖ Toast or crackers
- ❖ Low sugar breakfast cereals
- ❖ Special foods linked to festivals
- ❖ Plain water/whole milk

Tooth brushing

Tooth brushing is a key element in our health-promoting Nursery. We follow the procedures from the 'National Standards for Nursery and School Toothbrushing Programmes'. We welcome oral health input from Lanarkshire and are regularly visited by Fiona.



Physical Activity



Children are physical in their play every day. Much of this happens outdoors, during visits to the local park or Forest area. We also seek opportunities to delivered through the curriculum with PE lessons, music & movement.

Learning Outdoors

In line with North Lanarkshire Council policy, the children have access to outdoor play daily. They enjoy a range of learning experiences in all kinds of weather. We provide jackets and wellingtons for children. The outdoor area is secure and consists of a soft area for physical play, a garden, growing area, wild flowers; water; art; science and an Imaginative area in the outdoor house. There are also bikes and scooters and other play equipment available.



Visiting Specialists



We welcome a range of visitors to support us in delivering all aspects of physical, social, and emotional health. Speech and Language or Occupational Therapists may work in our nursery to support groups of children.

Partnership with Parents/Carers

In Chapelgreen nursery class, we seek to build positive, active partnerships with parents/carers, which are founded on mutual trust and respect. We welcome your views and are open to suggestions.



Communication/Consultation with Parents

Parents/Carers are informed and consulted in a variety of ways, both formal and informal. Examples of this include:

- ❖ Daily communication with the Nursery Team at drop-off and collection time
- ❖ A newsletter giving you details of events, themes and other relevant news
- ❖ Nursery policies and procedures are available
- ❖ Nursery handbook, which is updated annually
- ❖ Access to your child's learning, containing observations/progress
- ❖ A formal report issued once per year
- ❖ Formal parent/carer interviews once per year, plus target setting meetings and reviews throughout the session
- ❖ Opportunities to participate in surveys and questionnaires

Parental Involvement

We welcome parental involvement to support us with a wide range of activities. Any parent who is involved in working with children must have a PVG (personal check to ensure suitability for working with persons in a vulnerable group).



Parental Consent - Photographs

Photographs capture a moment, show progress in learning. These will be taken for your child's online learning journal. It is only you who can see this journal, it is not a website. We also post on the school blog/Twitter and will never include your child's name alongside photos. We will respect your wishes as to how you would like your child's photo to be used.

Suggestions and Complaints

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please use our suggestion box in the welcome area, speak to a member of staff or email the head teacher. Questionnaires will also be used for you to provide your views.



Similarly, if you have a concern or complaint about any aspect of the service you should contact the Head Teacher (01236 794836).

If, after contact with the Head Teacher you feel that your complaint has not been satisfactorily resolved, please contact:

Compliments, Complaints & Enquiries: ef.cce@northlan.gov.uk or phone: 01698 302400

You also have the right to contact the Care Inspectorate at any time, to discuss or report any issue. The Care Inspectorate can be contacted as follows:

Care Inspectorate
Princes Gate
Castle Street
Hamilton, ML3 6BU
Tel: 01698 208150
Our service number is CS2003015420

Finally

We hope that our nursery handbook has provided you with useful information and answered important questions. The Staff at Chapelgreen Nursery Class look forward to working in partnership with you.

Please note that all information in this handbook was correct at the time it went to print.

Nursery/School holiday arrangements 2026/2027

August 2026

In-service day: Monday 10th August 2026

In-service day: Tuesday 11th August 2026

Pupils return: Wednesday 12th August 2026

September 2026

September weekend: Friday 25th September and Monday 28th September 2026

October 2026

October break: Monday 12th to Friday 16th October 2026 (inclusive)

November 2026

In-service day: Monday 16th November 2026

December 2025 - January 2027

Schools close: Friday 18th December 2026 at 2.30pm

Christmas/New Year holidays: Monday 21st December 2026 to Monday 4th January 2027 (Inclusive)

Schools return: Tuesday 5th January 2027

February 2027

Mid-term break: Monday 15th February 2027 and Tuesday 16th February 2027

In-service day: Wednesday 17th February 2027

March 2027

Good Friday: Friday 26th March 2027

Easter Monday: Monday 29th March 2027

April 2027

Friday 2nd April (School Closes at 2.30pm)

Spring Break- Monday 5th April- Friday 16th April 2027

Schools return: Monday 19th April 2027

May 2027

May holiday: Monday 3rd May 2027

In-service day: Thursday 6th May 2027 (coincide with elections, may be subject to change)

May weekend: Friday 28th May 2027 to Monday 31st May 2027 (inclusive)

June 2027

Schools close: Friday 25th June 2027 at 1pm

Appendix 3 – Exclusion criteria for childcare and childminding settings

Recommended time to be kept away from childcare and childminding

If you have any questions please contact your local Health protection Team (HPT)

Name

Telephone Number

Main points:

- Any child who is unwell should not attend regardless of whether they have a confirmed infection
- Children with diarrhoea and/or vomiting should be excluded until they have no symptoms for 48 hours following their last episode
- Children with unexplained rashes should be considered infectious until assessed by a doctor
- Contact a member of the HPT if required for advice and always if an outbreak is expected

Infection or symptoms	Recommended Exclusion	Comments
1. Rashes/ skin infections		
Athletes 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.	
<i>E. coli</i> O157 STEC Typhoid and paratyphoid (enteric fever) <i>Shigella</i> (dysentery).	Should be excluded for 48 hours from the last episode of diarrhoea for <i>E. coli</i> O157. 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.

NHS Lanarkshire
Tel: 01698 858232
Tel: 01236 748748 (Out of Hours)
Fax: 01698 424316
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