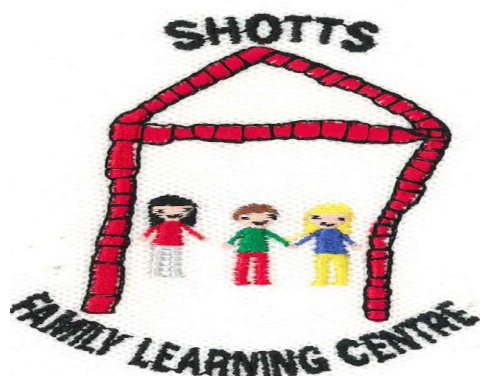
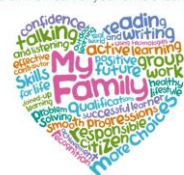


Welcome to Shotts Family Learning Centre



Early Level Parents Handbook 2018/2019

Be at the heart of your child's learning.



This booklet will hopefully provide the answers to many questions, which you might have about the nursery. If however after reading this booklet you still have questions unanswered please let us know!

"Who will be looking after my child?"

Head of Centre	Lynn Walsh
Depute Head of Centre	Isabel McDonald
Early Learning Practitioner	Nicola Carlin
Early Learning Practitioner	Gillian Everrett Job Share
Early Learning Practitioner	Elaine Kilcoyne
Early Learning Practitioner	Pamela Hill Job Share
Early Learning Practitioner	Kirsty McKie
Early Learning Practitioner	Siobhan Millward
Early Learning Practitioner	Christine Muslek
Early Learning Practitioner	Susan Stewart
Early Learning Practitioner	Amanda Watters
Early Learning Practitioner	vacancy 0.5
ASNA	Mhari Byrne
Modern Apprentice	Kaitlin Smith
Clerical Assistant	Lorraine Cranston

1. "Where is the nursery?"

Shotts Family Learning Centre
Shottskirk Road
Dykehead
Shotts
ML7 4ER

Telephone Number	01501 826713
E-mail	shotts@ea.n-lanark.sch.uk lynnwalsh@ea.n-lanark.sch.uk
Blog	https://blogs.glowscotland.org.uk/nl/sflc
Twitter	@CentreShotts

2. "When will my child start?"

Not every child will start on the same day. The intake is "staggered" to ensure that every child and parent feels happy and secure within the centre. Please remember all children are different, some children settle very quickly others take longer.

On your child's first few days we ask you to stay with your child - tea/coffee will be available in the Parent Room. At the end of this session your child's "key worker" will discuss with you the appropriate steps for your child's next session.

- Starting dates and times will be given at your child's home visit or during our open day.

3. What are the session time(s)?

Morning Session:	8.40 a.m. - 11.50 a.m
Afternoon Session:	1.00 p.m. - 4.10 p.m.
Full-Time	Negotiable

The doors will be opened 10 minutes before the end of the session to help ensure the sessions finish on time.

From the times given above parents will see that practitioners have a very tight timescale in which to have their lunch, prepare for children's arrival and tidy up afterwards so we really appreciate your co-operation in collecting your child on time.

If due to family or work commitments you require flexibility out with these times i.e. early drop off/late pick up, please speak to either Lynn or Isabel

4. What happens in the nursery?

The nursery curriculum is based on the Curriculum for Excellence: Learning at the early level stage.

Within a typical day your child will follow a daily programme.

She/he will be involved in learning experiences and opportunities which will promote their learning and developing skills for life.

All children's learning experiences will:

- a) develop How, Where, When. What children learn.
- b) be carefully planned for by the staff team.
- c) be evaluated by children and staff in order that opportunities for learning can be clearly identified.

Within our nursery we have developed a programme for recording personal plan targets and achievements. This programme is called "My Learning Journey", which is online. Every child will participate in this achievement programme.

We actively encourage parents/visitors to look at and ask questions about our curriculum and planning.

Getting it Right for Every Child (GIRFEC)



Getting it right for every child (GIRFEC) is an approach from the Scottish Government that sets out how education and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time. For you and your child, GIRFEC means that you are the expert on your child and what you think matters. Getting it right for every child means that the centre will always seek to involve you, to listen to your opinions and take them seriously.

Taking a 'Getting it Right for Every Child' approach to supporting every child is a priority within our centre and we aim to assist every child to reach their potential in each of the areas listed below.

- Healthy - Experiencing the highest standard of physical and mental health, and supported to make healthy safe choices.
- Achieving - Receiving support and guidance in their learning.
- Nurtured - Having a nurturing and stimulating place to learn.

- Active - Offering opportunities to take part in a wide range of activities
- Respected - To be given a voice and involved in the decisions that affect their well - being.
- Responsible - Taking an active role within the school.
- Included - Receiving help and guidance to overcome social, educational, physical and economic inequalities; accepted as full members to the communities in which they live and learn.
- And above all, to be safe.....protected from abuse, neglect or harm.

Be at the heart of your child's learning.



5. Who will be working with my child?

In accordance with the guidance outlined in the Regulation of Care, the nursery is registered to accommodate forty 3-5 children in any session with the ratio being one practitioner to every eight children.

Your child will be assigned to a specific qualified practitioner. This early learning practitioner will act as a "key person" for the children in this group. Included in her key person role will be responsibility for contact/liaison with the parents of these children. Children will however be involved with all practitioners during each session.

In addition to the qualified practitioners in the building, there will be a variety of students e.g. Child Care and Education. The students are with us on a training basis and will not be given responsibility for your child.

All adult volunteers and students working within our establishment will have undertaken a full PVG check.

6. What will my child need to bring?

You should supply a change of clothing for your child. Protective sun cream should be applied prior to bringing your child to the centre in the summer months. Please ensure that all items of clothing are clearly marked.

What will my child need to wear?

Your child will spend his/her time both inside and out involved in a variety of learning experiences. He/she will get messy, so please ensure that your child is wearing play clothes, not their best clothes, also that his/her footwear is both safe and comfortable. We would ask you not to wear football tops or team colours on your child when he/she attends their session. Please ensure that your child changes their outdoor footwear before entering the playroom. As we encourage children to be as independent as possible we ask that they change into black or white Velcro plimsoles, and not high top or laced trainers.

Children will have daily opportunities to learn outdoors, therefore it is important that they have suitable outdoor clothing to wear, wellingtons, hats, (woolly or sun), warm jacket, gloves etc. We would ask that you apply sun cream to your child prior to attending for their session, marking an 'S' on the signing in register.

7. What will my child eat?

Your child will have a small healthy snack of fruit, milk or water during each session. If your child has any special dietary requirements or allergies please ensure that you inform the head of centre.

A weekly healthy eating snack list is available for you to choose with your child to purchase and donate. This will enable the children to have a variety of well-balanced healthy snacks during their session.

8. Is there a charge?

NLC Education charge a levy of £3.58 per hour for any period exceeding your 39wks core entitlement, of 3.10 hrs. per session.

In addition if you wish to donate £2 per week to the nursery "Toy Fund", it will be very gratefully received - this is the nursery's only source of direct income as all charges go to North Lanarkshire Council.

The "Toy Fund" is used to buy food for snacks, baking ingredients etc, and any other little luxuries for your child. This money will be collected by a member of the admin team in the cloakroom on a Tuesday and Thursday morning & afternoon.

A record of all monies given to the nursery will be kept for auditing purposes, in accordance with Standard Circular No.62 Establishment Funds Procedures.

9. What should I do when I arrive at nursery?

In the interests of health and safety, we would ask you not to arrive at the nursery before 8.35 am or 12.55 pm.

On arrival you should take your child to the cloakroom area, hang his/her coat on the peg, change their outdoor footwear and check that there is a change of clothing in their bag. Take a few minutes to settle your child and share any vital information with his/her key person, where you will be asked to sign your child in.

The most important thing you can do for your child when leaving is to hug them goodbye and let them know who is collecting them. This not only reassures them but assists in the initial separation.

10. What happens when I collect my child?

It is essential that you inform us if someone different is collecting your child, all children must be signed out from their key person. In the interest of your child's safety he/she will not be allowed to leave with someone different - even if your child knows them - unless the nursery staff have been informed.

The centre will not allow a child to leave with any person under the age of sixteen years. When leaving the nursery, please ensure that you close the two main doors at the main entrance.

11. What happens if my child is ill?

If your child is sick or you are unable to bring them to the centre, please inform the nursery either, by telephone, email or through another parent.

Due to the risk of infection if your child has had sickness and/or diarrhoea then he/she must have **two full days** clear of infection

before he/she returns to nursery. If your child has an infection such as measles or chicken pox you must inform the nursery and consult your doctor. Your child must be free of infection before he/she returns to nursery.

There is, as you are no doubt aware, a great demand for local authority nursery places. If your child is genuinely ill then he/she should be at home and not in the centre. If however, a place is not being used appropriately and there are frequent absences then the place will be reviewed by the centre.

12. What happens if my child becomes ill at nursery?

If during a session practitioners are concerned about your child's health then the nursery in the first instance will contact you (the parent) and then the emergency contact. The emergency contact(s) are listed in your child's enrolment form. If you wish the nursery to contact you at work before the emergency contact, please indicate this to your child's key person when completing his/her enrolment form.

13. What happens if my child has an accident?

If your child has an accident he/she will be treated by a member of staff, this will usually be by our trained First Aider or appointed person. You will be informed of accidents by your child's key person. If however the accident is of a more serious nature it will be entered into the accident book and reported to a member of the management team.

If your child has had a very serious accident then we shall call 999 and accompany them to hospital, the parent or emergency contact will be informed immediately.

14. Managing Absence

Please inform the centre if your child is off for any reason. A record of attendance is carefully monitored by the Head of Centre who will implement NLC Absence Management Procedures automatically after three days of absence if no contact is made with the establishment.

15. Are there any other safety issues which I should be aware of?

Yes, we believe in the right that all children are entitled to a safe and happy childhood; we aim therefore to safeguard the children from

possible risk, danger and abuse. In order to ensure this we follow North Lanarkshire Council's Guidelines on Child Protection.

Our centre is required to have a Child Protection Co-ordinator; Lynn Walsh, Head of Centre and Isabel McDonald, Depute Head undertakes these responsibilities in Lynn's absence.

As we work closely with children we are in the position to note any outward signs of abuse, changes in behaviour or failure to thrive. Concerns highlighted by staff may lead to procedures in North Lanarkshire Child Protection Guidelines being implemented.

16. Will I Have to complete any more forms?

Yes, even though you have already completed an application form which is kept in your child's file, you will also have to complete an enrolment form which asks for more specific information regarding your child and an Information Sharing Protocol form.

All information regarding your child is confidential and is available only to nursery staff. It is held securely within the nursery under Data Protection Act.

Any parent/carer who wishes to support in any playroom based activities or outings must undertake a full PVG check.

17. How can I get involved in the centre and help my child's learning and development?

- (a) Why not get involve with the Parent.com group
- (b) Read the Blog
- (c) Volunteer to help in the playroom you may have a talent or hobby you would like to share
- (d) Come along to any of the Curriculum Workshops on offer
- (e) Participate in stay, play and learn sessions.
- (f) Attend Big Chef/Little Chef, with Jen, Home Link Worker
- (g) Attend Solihull Approach Understanding Your Child Parenting Programme
- (h) Support fundraising events
- (i) Support Gala Day event
- (j) We welcome you to take time to settle your child into the centre. We listen to and value all the information you have to share on your child's needs, interests and learning
- (k) Participate in the regular Book Bug Rhyme Time sessions

- (l) By choosing an item from the "Snack Bar Shopping List" to ensure that your child is offered a healthy snack during their session.
- (m) The most crucial way to help your child is to appreciate and nurture his/her development and learning through talking about what he/she has been doing in nursery, to take home paintings and baking, to read stories etc. All this information can then be recorded into your child's Learning Journey.
- (n) To participate in the Nurturing Early Readers, Three Read Approach to Literacy home link programme

18. Will I be able to discuss my child's progress with anyone?

Yes, on a daily basis you will have the opportunity for an informal discussion with your child's key person during each of his/her sessions.

You will also however be invited to a Parental Consultation when you will be able to discuss your child's Personal Plan and development in more detail.

If you have any concerns, problems or questions please do not hesitate to speak to your child's key person or to the nursery management team.

19. How will I be informed of what is going on?

The nursery has its own designated Blog, where it is updated on a weekly basis. All information regarding the life and work of the nursery will be detailed on this. Please ensure you inform the head of Centre, should you not wish either your own or your child's image displayed on the Blog.

The nursery also uses Twitter to tweet events and information.

20. What should I do if it is my child's birthday?

It would be nice if you could bring a shop bought cake on your child's birthday, we will have a small celebration for him/her and share the cake among his/her friends. As we are a health promoting centre we would ask you not to bring in any sweets or juice for the children.

We hope that this handbook will help to make nursery a very secure and happy experience for you and your child. If you have any more questions, do not hesitate to ask.

