

Glenburn
Pre 5 Centre
Handbook
2017 - 2018



Welcome

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Section one : Establishment aims

In our establishment, we aim to offer the highest quality service.

We will seek to:

- Provide a flexible, high quality service for young children and their parents/carers.
- Provide a good quality educational experience in a happy, safe, stimulating environment.
- Promote equality of opportunity as a permeating element of the nursery curriculum.
- Work with parents/carers as partners in education.
- Maintain a commitment to community development.
- Providing a broad balanced and appropriate curriculum, which includes activities and experiences, geared to the individual child.
- Provide a flexible service, which meets the needs of children and their families.
- To maintain a positive ethos where parents/carers, staff, children and visitors feel welcome.
- To promote children's development and progress through the provision of well designed programmes that are flexible and responsive the children's needs and interests.
- To provide a safe, secure and stimulating environment with a wide variety of resources to support learning.
- Develop parental partnership encouraging parents/carers to become involved at a variety of levels in order to support children's development and learning.
- Establish a team, led by the Head of the establishment, which works effectively towards the success of the nursery.

In particular, we would like you to note the following:

Non-denominational policy of the nursery

The nursery is non-denominational. We respect and welcome children and parents of all religious faiths and beliefs.

Our equal opportunities policy

All pre - five services reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of all establishments.

Section two : Staff list

Names and job titles of our staff members

Below is a list of staff at the nursery and details of our regular opening hours. Details of holidays and training days specific to this year will be available soon (where appropriate). Please ask the establishment head for information about these days.

Brenda Rankin	Acting Head of Centre
Kelly Williams	Acting Depute of Centre
Maureen Boyle	Enhanced Nursery Officer/Job Share
Caroline McColl	Senior Nursery Officer/Term Time
Clare Wright	Nursery Officer
Cathy Fadian	Nursery Officer
Rosemary Freel	Nursery Officer/Job Share
Kirsteen Haggerty	Nursery Officer/Job Share
Jacqui Marshall	Senior Nursery Officer/Job Share/Term Time
Ethel McGrath	Nursery Officer
Victoria Mitchell	Nursery Officer
Debbie Armstrong	Nursery Officer
Pat Phelps	Nursery Officer/Part Time
Jillian Shearer	Nursery Officer/Term Time
Lorna Montgomery	Nursery Officer
Carolyn Walker	Enhanced Nursery Officer/Job Share
Danielle Mitchell	Temp. Nursery Officer
Cathy Todd	Temp. Nursery Officer
Rhona Martin	Early Years Teacher
Joy Rae	Home Link Worker
Linda Thomson	Janitor / Cleaner
Rhonda Weir	Catering Assistant
Louise Sweet	Business Support
Mandy Johnston	Service Delivery Officer
Address	Colonsay Road, Glenburn, Paisley. PA2 8HH
Phone number	0141 884 2020
Hours of opening	8.00am - 5.00pm Monday - Friday
Morning session	8.30am - 11.40am
Afternoon session	12.30pm - 3.40pm

Hours

Open 50 weeks of the year.

From August (start of term) Glenburn Pre 5 Centre will be closed on public holidays; we are also closed for In-service Training.

Admissions policy

All nursery places are allocated in line with the Council's Admission Policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the council's policy is also available from all establishments if you would like a copy please ask.

An Admissions Panel will meet at regular intervals throughout the year to decide how nursery places will be allocated.

The panel will consist of all Heads of Pre Five Establishments in the area, a representative from Divisional Offices and representatives of the other agencies involved in supporting children and their families e.g. Social Work Department, Health Board.

Age range of children in the establishment: Six weeks to five years.

Numbers of children at each daily session and patterns of attendance

Glenburn nursery offers a flexible service, full-time, part-time and sessional places are available.

Suitable clothing

Soft shoes worn indoors for child's comfort and safety.

Children have the best fun when they are doing messy work, we will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothing. Please also make sure that your child has suitable outdoor clothing in case outdoor play or a trip has been organised.

Register of applicants

The Head of Establishment 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/Carers can ask to see their application form at any time. If circumstances change which affect the application you should speak to the Head of the establishment.

Enrolment procedures

Everything and everyone in the nursery will be new to you and your child. Please allow time to stay with your child during the first week or so in order to give you and your

child time to get to know us and to make sure starting nursery is as happy as possible.

Attendance

Please notify the nursery if your child is absent for any reason. If your child is absent for a week or more and you have not contacted the nursery, the Head or Depute Head will contact you.

Allocation

When your child is allocated a place, you will be told whether the place is Term-Time or Extended. Term-time children do not attend Glenburn Pre 5 Centre during school holidays.

Children with extended year placements are required to take 4 weeks holidays throughout the year.

Arrival and collection of children

It is expected that a responsible adult will bring a child to and from the nursery. In the interest of your child's safety, you should make a point of telling the head of the establishment if someone not known to the head of establishment or staff members will collect him or her, this avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

Insurance

Sometimes children like to bring something special or new to nursery for their friends to see, however parents should ensure that valuable items are not left at nursery, particularly as the authority has no insurance to cover the loss of such personal items.

Excursion and consent forms

When outings or excursions for children are planned, the head of establishment or a member of staff will advise you in advance. You will be asked to complete consent forms, which give permission for your child's participation. Please note that children cannot take part in outings unless their parent/carer has submitted completed consent forms.

Transport

Transport will not normally be provided for children attending pre-five establishments. A few establishments have their own transport but this is exceptional and generally parents/carers should make their own travel arrangements.

Emergency closure arrangements

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

Establishments may be affected by for example, severe weather conditions, transport problems, power failure or difficulties with fuel supplies. If this happens we will do all we can to let you know about the details of closure and re-opening.

Emergency contacts

Parents/Carers whose children are in the nursery are asked where possible to provide the establishment with the names, addresses and telephone numbers of at least two contacts for use in case of an emergency.

It is important that you keep the nursery up to date with any changes in this information.

Meals

Most children attend nursery for a half day, therefore meals are not provided. However, some children may attend on a full time basis and in those circumstances a meal may be provided at a cost.

The cost of a lunch is £2.00 per day. If you are on benefit you may be entitled to free meals, you can apply for free meals by collecting a form from us and taking it to Renfrewshire Customer Contact Centre, Cotton Street, Paisley. Tel No: 0300 300 0330 Monday to Friday 8am - 6pm closed Saturday and Sunday.

If you wish, you can provide your child with a healthy packed lunch.

Snack and a promotion of healthy eating

Meals and snacks are delivered to the premises and reflect the nursery's policy on the promotion of healthy eating and lifestyle.

Accommodation for parents/carers

There is a Parents Room that is used for parent/carer meetings and groups, parents can use this room to meet with other parents/carers and enjoy a relaxing tea or coffee.

No smoking policy

Smoking is **NOT** permitted in any part of the nursery building or grounds.

Section three : Medical information

Medication

If your child is in need of medication during his /her time at nursery, you should discuss his/her requirements with the head of the nursery. Prescribed drugs will be given at the discretion of the head of the nursery and you will need to fill in a form, which will authorise nursery staff to administer the medication to your child. The head of the establishment will give you the form to complete.

If your child suffers from asthma, you must tell the head of the nursery if there are any activities or specific circumstances, which are likely to bring on an attack.

If your child suffers from epileptic attacks, you must tell the head of the nursery what emergency treatment to give.

If your child suffers from allergies you must tell the head of the nursery what emergency treatment to give, if any is needed e.g. Epi pen.

If your child becomes ill

The establishment would welcome a telephone call if your child cannot attend nursery on a particular day.

If your child becomes ill while at nursery, we will notify you immediately. Medical help will be sought at once, if required. It is therefore important that the Head of Centre has all details of where you can be contacted, including a telephone number.

Visits by Health Service Staff

We shall secure your written permission before a member of Health Service Staff carries out any kind of screening.

Visits to the establishment by Medical Staff

The Dental Care Team will give talks to the children about dental care.

Minor accidents and upsets

Accidents are recorded and reported to the parent/carer on their return to nursery. All head injuries regardless of how minor are reported immediately to the parent/carer.

Section four: The nursery curriculum

The aims of our curriculum

To promote good quality educational experiences.

To encourage positive attitudes to self and others.

To provide opportunities to stimulate interests and imagination.

To work in partnership with Parents/Carers in developing children's learning opportunities.

How we promote learning

Through play, children develop strategies for learning.

Play allows children the freedom to explore the world around them, to make sense of it and to become active learners.

Children are encouraged to learn through investigating and learning with the resources and equipment provided for them, observing the results of their own and others investigations and communicating their discoveries and experiences to others.

Build on children's prior learning experiences.

What we do

Provide a safe, happy, stimulating environment where children have space, time, scope and materials for play and exploration.

We will provide support and encouragement without directing or controlling play situations.

Create opportunities for play.

Encourage children to explore, appreciate and respect their environment.

Assessment

Assessment is seen as a positive and effective part of learning, highlighting what children can do rather than what they cannot do.

Staff will collate profiles of their children's work as well as compiling written records which will be shared with parents/carers and Primary 1 staff.

Supporting children with difficulties

Your child's Key Worker carefully monitors your child's progress. If your child has a more serious difficulty with speech or learning there are other people who can help, such as Speech Therapists, Educational Psychologists. Before any such help would be sought we would discuss the difficulty with you and ask permission to contact the necessary specialist.

Working together to support learning

Children learn through interaction within their environment and the people in it. We would seek to work with parents/carers in providing a rich variety of interaction and experience both at home and in nursery where effective learning can best take place.

Your child's progress

There will be many opportunities for you to discuss your child's progress with the nursery staff.

In addition, you will be invited to attend a Parent's Evening to discuss your child's progress and development. Please do not hesitate to speak to nursery staff with any concerns or worries you may have.

Parent workshops will be organized throughout the year to advise parents/carers on the nursery curriculum.

Section five: Parental partnership

Establishment aims for the promotion of partnership

To work with parents/carers as collaborates in education. Parents/carers are children's prime educators, staff value the role of parents/carers in their children's learning and work to create a genuine partnership with them.

Working with you

Parents/carers can spend time with their child in nursery at any time and are most welcome to join in all the activities.

Parents/carers and staff can get to know one another and exchange information and expertise.

Parents/carers are involved in settling their child into the nursery; they can stay and play with the children until their child is confident with staff and other children.

Working together to promote positive behaviour

Behaviour problems do arise from time to time with some children. If a difficulty does arise, the staff will involve you in trying to solve the problem. The nursery also offers parents groups and individual sessions e.g. Triple P and Incredible Years to look at strategies to cope with challenging behaviour in young children.

Fundraising

We ask Parents/Carers to pay a voluntary donation of £2.00 per week; this money is spent on outings, presents and play equipment etc.

We also fund raise occasionally throughout the year by having events such as pram pushing, obstacles courses etc. Staff and parents organise these events together. A record is kept of all money raised and how it is spent.

Section six: The wider community

The establishment and the community

We see ourselves as an important part of the community and participate fully in community life.

Services within the community

We work closely with Glenburn Health Centre, Stronger Communities, Glenburn Library and local schools and Pre Five Establishments.

Links with primary schools

We liaise closely with all the primary schools in Glenburn, staff and children have visits in order to make the move from nursery to primary school as trouble free and happy as possible.

Section seven: Other information

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 of Establishment in the first instance, similarly if you have a complaint about any aspect of the service you should contact the Head of Establishment. If you feel your complaint has not been satisfactorily resolved, please contact Renfrewshire Council Education Officer.

Kathleen McDonagh
Education Officer
Children's Services
Renfrewshire House
Cotton Street
Paisley
PA1 1AN
Customer Contact Centre: 0300 300 0300

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 within it, either before your child's placement or during the course of their placement. The head of the establishment will inform you of any important changes to the information.

Travel information

Buses run regularly
From Paisley Town Centre