

Child Protection Procedures

All teachers and non teaching staff in school have been trained in Child Protection procedures. It is our job to follow them when there is concern, ensuring that the protection and the wellbeing of our children are at the heart of all considerations and decisions taken. Posters outlining Child Protection procedures for staff are displayed on our Parents Noticeboards. Our children have regular opportunities to discuss personal safety issues as part of their curricular experience and are encouraged to speak to the nursery staff if they have any worries or concerns. A poster giving a safety message for children and designed by children in West Lothian is displayed in school and the leaflet 'What to do if someone is hurting me' is also available. Remember 'its Everyone's Job to Make Sure I'm Alright' and if you have concerns about any child please contact:

Social Work

Bathgate 01506 777600
 Broxburn 01506 775666
 Livingston 01506 282252

Police Family Protection Unit

01506 833835

If you wish further information about Child Protection please contact Mrs Lynch, Head Teacher on 01506 776234

Complaints Procedures

If you do have a complaint regarding Nursery/Wraparound please speak to Mrs Lynch initially. Detailed procedures for making a complaint are given in our leaflet, "Making a Complaint". This can also be found in the Parents Drop In area.

If you are still not satisfied you can complain to:

Customer Care
 West Lothian Civic Centre,
 Howden South Road,
 Livingston, EH54 6FF

Telephone 01506 281255


and/ or

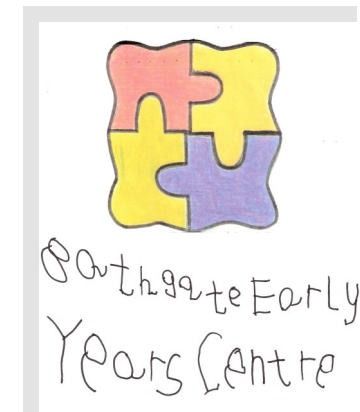
SCSWIS(Social Care and Social Work Improvement
 Scotland)
 Compass House
 11 Riverside drive
 Dundee DD1 4NY

Telephone 0845 9527

The staff hope you find the content of this leaflet helpful. If there is anything you are still concerned about or have any unanswered questions please speak to Mrs Mvairi Lynch, Headteacher/Manager.

Welcome to Wraparound Care at Bathgate Early Years Centre

 West Lothian Council



Information for parents/ carers
 (Please also refer to BEYC Nursery handbook for detailed information)

Bathgate E.Y.C. –Whitburn Road Bathgate EH482RD

Centre Telephone with answering machine—01506 776234

Wraparound Mobile Number—07522901394

Nursery telephone—01506 776240

E mail—bathgate.eyc@westlothian.org.uk



Wraparound hours—Dropping off and Collection of children

If your child is new to Wraparound and attends St Mary's please come in and meet the staff with your child prior to the date he/ she actually starts Wraparound at B.E.Y.C. this will give you an opportunity to talk with the staff about pick up arrangements from school and give your child a chance to get to know the staff before he/she starts.

From August 2014 children can start Wraparound at 11.05am. All children must be picked up by 5.30pm Please ring the buzzer and wait for the staff to respond. The door will open automatically. It has a very delicate opening mechanism so please do not pull or push the door at anytime.

Please note for reasons of health and safety there is **NO PARKING available for parents/ carers of nursery or wraparound children on the school campus at any time.** This decision was taken following many months of consultation with all relevant parties and a full Equality Impact Assessment. **Safety of children and families in our school grounds is paramount.**

Public Parking is available for parents/ carers in the public car park on the other side of Menzies Road.

There are no exceptions at any time..

Lunch and snack

Children who stay for lunch must bring a packed lunch. Packed lunches should be healthy and contain items such as sandwiches, fruit, yoghurt. Any food not eaten by the children at lunchtime will be returned in packed lunch boxes

A weekly snack menu is also published beside the Bulletin Board. The choice with local and national nutritional guidelines.

Wraparound snack money is costed at 20p per sitting. (Afternoon wraparound snack 20p. Wraparound snack money is completely separate and is additional to nursery snack money. This should be paid in advance and directly to Wraparound staff as it is needed to purchase wraparound snack for the week ahead.

Communication

When parents register at the centre for Wraparound information will be noted about the child including emergency contacts etc. It is the responsibility of the parent/ carer to keep this up to date and inform the centre staff of any changes so records can be amended accordingly. Letters will be circulated with information about special events etc. Please ensure you check the Wraparound tables at the nursery door every day. It's also important you read the information on the Wraparound Bulletin Board in the cloakroom area to keep you up with daily/ weekly events.

Payment

All wraparound care is presently charged at the rate of per £3.99per hour. Users should register for the number of hours required. There is an annual registration fee of £20 .WLC

administers advanced billing for all wraparound users.

If you wish to add/ reduce hours you should speak directly to the Wraparound Care Team Leader. Requests will only be agreed if there is space at the time requested. If hours are to be reduced for any reason, i.e. sickness: holidays: INSET days—two weeks notice must be given. The new reduced hours will be changed after the two week notice period. Due to high demand for places the Bathgate EYC there is no guarantee that you can re increase your hours after a reduction.

Hours during summer holiday period are charged differently—please speak to a member of staff for more information.

If you are interested in finding out about tax credit please get in touch with HM Revenue and Customs on 08453003900. Entitlement is based on income.

Sickness

If your child is sick and does not attend you will still be charged. In any case, please telephone the centre to advise them of any changes. (Please refer to nursery handbook for more information)

Escorting

Where wraparound care is near a school, escorting may be available. Wraparound Care Team leaders will explain local arrangements.

Clothing and footwear

Children attending wraparound will have daily access to outdoor play. Therefore it is important that they come with suitable clothing for outdoors, i.e. coats, hats, gloves, wellingtons. They should also have a change of shoes for indoors.

It is just as important to remember sun cream in better weather. You should apply this before he/she starts wraparound and staff will reapply sun cream in the middle of the day. Sunhats are available to buy from the centre.

Sometimes children go out on visits. Excursions like this may be charged for and signed W.L.C EE2 forms and centre permission slips are always required. Staff undertake a risk assessment for each visit. Please remember that the children may not be in the centre if you come to pick up your children earlier than their registered hours. (e.g. the children may be at the park.) so please let the staff know if you are coming for an earlier pick up.

