



## NURSERY PARENTS' HANDBOOK SESSION 2011/2012



Craigholme School, 72 St Andrew's Drive, Glasgow, G41 4HS

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Craigholme School is recognised by OSCR as a charity (SCO 14860)

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## Staff Team

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Mrs Karen Grant	Nursery Manager
Mrs Lynn Forsyth	Assistant Nursery Manager
Mrs Jean Turner	Teacher
Mrs Eileen Brown	Child Development Officer
Mrs Lynda Hill	Child Development Officer
Mrs Nicky Maxwell	Child Development Officer
Mrs Anna Walker	Child Development Officer
Miss Barbara Wood	Child Development Officer
Mrs Hilary Cannon	P.E.Teacher
Mr Mark Donnelly	Head of Music
Mrs Anne MacFadden	Music Teacher
Mrs Marion Kennedy	SFL Teacher
Miss Marjory-Anne Kennedy	French Teacher
Mrs Lorraine Holland	Lunch Supervisor/Nursery Cleaner

**Nursery Staff can be contacted directly on 0141 427 2648.**

**E-mails should be directed to Karen Grant at [kgrant@craigholme.co.uk](mailto:kgrant@craigholme.co.uk)**

## Establishment Aims

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### At Craigholme School Nursery we aim to:

- Provide an appropriate curriculum for children which is
  - well planned and evaluated
  - delivered using a variety of approaches
  - broad, balanced and continuous
  - designed to help children achieve their full potential
  - ensures children have opportunities to be successful learners, responsible citizens, effective contributors and confident individuals
- Provide opportunities, appropriate to individual children's learning needs, which will enable children to develop and progress
- Develop children's learning through high-quality play experiences
- Build partnerships with parents and provide support for children and their families
- Create a positive ethos where
  - there is a safe, relaxed and happy learning environment
  - children, staff and parents are valued and their contributions acknowledged
  - visitors are welcomed
  - children are encouraged and motivated to do their best
- Provide exceptional resources to support effective teaching and learning
- Manage the nursery effectively by working as a team which provides an excellent service, using effective quality assurance procedures.

Craigholme School Nursery is non-denominational. We respect and welcome children and parents of all religions.



## Settling In

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Your child's first day at nursery will be fairly short (approximately 2 hours) and a parent or adult well known to your child may be required to stay with him or her. As each child is an individual, the duration of the session will be increased by staff in consultation with you.

New children generally do not stay for lunch on their first day and we recommend that for the rest of their first week their attendance should be built up gradually. We aim to help children settle into and enjoy nursery and if you have any worries or issues please speak to a member of staff at any time.

### Arrival and Collection

The morning session begins at 8.30am. We would ask that all children are in and settled by 9.15am as this is free play time where the children make friends and learn through social and play activities. Staff record children's attendance electronically at 9.30am and we would appreciate notification prior to this time if your child is absent for any reason.

The morning session ends at 12.30pm with the doors opening for collection at 12.20pm. Children attending a full-time day place will have lunch between 12.30pm and 1.30pm and this is supervised by the nursery staff. The afternoon session ends at 3pm.

Before School Care facilities are offered in the nursery from 8.00am until 8.30am and this is charged monthly by the Business Office.

After School Care is available for children staying later than 3pm. Please advise staff if you wish to use this service. The After School Care team collect the children from the nursery at 3pm and walk them safely over to the Infant Department where you can collect them any time until 6.00pm. Again this is charged by the Business Office.

In the interests of your child's safety you should make a point of telling the nursery staff if your child is to be collected by someone unknown to nursery staff members. This avoids difficult situations when a child will not be allowed to leave with an adult who is a stranger to staff.

Please be punctual when you collect your child as it can be distressing for them worrying that they have been forgotten.

### Key-worker System

The nursery operates a key-worker system. This means that each child is allocated a member of staff who has special responsibility for him or her and will maintain effective communication with you. The key-worker will have responsibility for completing reports based on their observations and assessments which will be shared with you twice yearly. Children do, however, work with all room staff so information is shared with those involved in their care and education.

## Emergency contacts

Parents of children attending the nursery are asked to provide names, addresses and telephone numbers of two relatives or friends who may be contacted in an emergency. Every effort will be made to contact parents in the first instance and only if this is unsuccessful would we use the emergency contact information. It is essential that these people have been informed and are willing to collect your child should the need arise. **Please inform the nursery of any changes to this information.**

## Clothing



Children have the best fun when they are doing messy work! We will always try to make sure that they wear aprons but accidents can and do happen, so please dress your child in suitable clothes.

All children are required to wear the nursery uniform – which consists of a white Craigholme polo shirt and a red Craigholme sweatshirt. These are only available from the nursery and a member of staff will give you an order form to complete. The Craigholme fleece and jacket are optional.

Please put your child's name on **all** clothes which will be taken off in nursery – sweatshirts, coats, shoes, wellington boots etc. as this makes matching clothes to owners much easier.

Please also ensure that your child has suitable outdoor clothing for outdoor play, or if an outing is planned, as we play outside daily in all weathers. When the weather is warm and sunny please ensure sun-cream is applied before bringing your child to nursery and that he or she has a sun-hat. Nursery staff will assist children to re-apply sun-cream throughout the day.

## Excursions and Consent Forms

When you enrol your child you will be asked whether or not you wish to give your consent for your child to take part in local outings. We try to take the children out into the local community on many occasions. A local outing can be to the park, to the Junior/Senior School, or to other nearby places of interest and we require your consent to take your child.

We may also go further afield eg., Pollok Park, or Calderglen Country Park. When outings or excursions outwith the local area are planned, staff will advise you in advance and you will always be asked to complete a separate consent form for these outings.

Please note that children cannot take part in outings unless the consent forms have been submitted by their parent / legal guardian.

### **Fees and Partnership**

A funded part time place is available for all pre-five school and ante pre-school children after their third birthday in line with current guidelines issued by Glasgow City Council with whom we are in partnership. You will be asked to complete a form and return it to the school. Each term Glasgow City Council will send you a code which you should pass to a member of staff. The business office will then access the appropriate funding to which you are entitled. **Without this code you will not receive any monies due.**

### **Lunches**

For children who attend on a full day basis you will be asked to provide a packed lunch. Please provide a healthy packed lunch and ensure there are no fizzy drinks or nut products

### **Snack time**

The children are offered a drink of milk or water and a snack each day. We are committed to promoting healthy eating habits and children will usually be encouraged to choose from a selection of fresh fruit. As part of our curriculum we will also offer other foods to the children from time to time.

When your child is enrolled you will be asked about food allergies or any special dietary requirements your child may have and we will ensure that your child's dietary needs are always met.

### **Insurance**

Sometimes children like to bring something special or new to nursery for their friends to see. However, parents should be aware that the school cannot accept responsibility for personal belongings left in the nursery.

### **Emergency closure arrangements**

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

Establishments may be affected by, for example, severe weather, transport problems, power failures 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. We may keep in touch by telephone and the school website.

### **Child Protection**

It is the policy of Craigholme School to safeguard the welfare of the children. Members of staff have a duty of care to prevent the physical, sexual or emotional abuse of children and young people and to report any suspicions of abuse. All staff have been trained in Child Protection and are registered with the Scottish Social Services Council.

The full policy and guidelines are on display in the Nursery.

## Term Dates

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### **AUTUMN TERM 2011**

**Nursery Opens: Tuesday 23 August**  
**Nursery Closes: Friday 16 December**



September Weekend: Friday 23 September –  
Monday 26 September

Mid-term Break: Monday 17 October – Friday  
20 October

### **SPRING TERM 2012**

**Nursery Opens: Thursday 5 January**  
**Nursery Closes: Friday 30 March**



Mid-term Break: Monday 13 February – Friday 17  
February

### **SUMMER TERM 2012**

**Nursery Opens: Tuesday 17 April**  
**Nursery Closes: Tuesday 26 June (NB No After School  
Care)**

May Day Holiday: Monday 7 May

Holiday Weekend: Friday 1 June -Tuesday 5 June

## Medical Information

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### Medication

If your child needs prescribed medication during their time at nursery, you must discuss these requirements with staff. You will need to complete a form, available from the Nursery Manager, authorising nursery staff to administer the drugs to your child.

Please hand all medication to a member of staff who will store it safely until required. There are a number of staff with First Aid training within the nursery and they will be responsible for administering any medication and completion of the medical form. If your child moves to After School Care details of any medicine given during the day will follow your child to ensure there is an accurate account of the dosage given.

If your child suffers from asthma, please tell a member of staff if there are any activities or specific circumstances which are likely to bring on an attack.

Similarly, if your child suffers from any other condition which is aggravated by certain foods or involvement in particular activities, please ensure that staff are fully informed.

Please advise staff of any changes in medical conditions that may arise while your child attends the nursery.

### If your child becomes ill

If your child becomes ill while at the nursery, we will contact you or your emergency contact. First Aid can be administered in the nursery. Should hospital treatment be considered necessary, the parent will be contacted immediately and if the child's condition allows, both child and parent will be taken to hospital. Should the parent or the agreed emergency contact be unavailable the Head Teacher, or person delegated by her, will assume responsibility.

**It is very important to notify us if you change your telephone number or your emergency contact arrangements even if it is only temporarily so that our records are kept up-to-date.**

Minor accidents and upsets will be reported to parents on the day of the incident.

If your child is ill or has an infectious disease he or she should not attend the nursery. We would be grateful if you would telephone the nursery before 9am and keep us informed of any illness or appointment which would affect your child's attendance.

### Speech problems

Many speech problems in young children disappear as they grow older. Some problems, however, may need the support or attention of a speech therapist. Parents and staff will discuss any anxieties or problems which the child is encountering and, if the parent is willing, the expertise of the speech therapist will be sought.

### **Visits by Health Service staff**

We shall secure your written permission before any kind of screening is carried out by a member of the Health Service staff.

### **Hearing difficulties**

Please talk to us if you have any worries about any aspects of your child's development.

### **Orthoptist**

All children in their pre-school year will have their sight checked by the orthoptist. Parents will be asked to give their consent prior to testing.

## **Curriculum**

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### **Our aims**

#### **At Craigholme School Nursery we aim to:**

- value the individual needs and abilities of every child
- help children develop their confidence and self-esteem
- develop children's ability to direct their own learning and to help them become effective learners

### **How we promote learning:**

**Young children learn through active play. Staff at Craigholme use their skills to observe children and to decide when to intervene. We support and encourage children's learning by:**

- talking to them about their play
- asking questions and encouraging them to ask questions
- encouraging them to look and listen carefully
- teaching them how to use resources
- encouraging them to try new things
- suggesting materials to help them achieve their aims
- recognising the different needs and strengths of each child
- helping them to achieve success
- giving them appropriate praise and encouragement
- making sure that there are opportunities to be quiet, to think or to rest
- giving them opportunities to be involved in the planning of activities
- giving them opportunities to voice their opinions regarding the layout of their nursery both indoors and out

Staff will use information from children and parents to help provide appropriate activities for each child.

The nursery curriculum is planned around the

Curriculum For Excellence framework. There are eight key aspects.

### **Literacy and English**

- Listening and talking
- Reading
- Writing

### **Numeracy and Mathematics**

- Number, money and measure
- Shape, position and movement
- Information handling

### **Expressive Arts**

- Participation in performances and presentations
- Art and Design
- Dance
- Drama
- Music

### **Religious and Moral Education**

- Christianity
- World religions selected for study
- Development of values and beliefs

### **Sciences**

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials

### **Social Studies**

- People, past events and societies
- People, place and environment
- People in society, economy and business

### **Health and Wellbeing**

- Mental, emotional, social and physical wellbeing
- Planning for choices and change
- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood

### **Technologies**

- Technological developments in society
- ICT to enhance learning
- Computing science contexts for developing technological skills and concepts
- Food and textiles contexts for developing technological skills and knowledge
- Craft, design, engineering and graphics contexts for developing technological skills and knowledge

## Observation and Assessment



Assessment of children's learning is based on day-to-day observation and interaction. When staff interact with children, or take time to stand back and observe their play, they can gather important information about each child's development and learning. The purpose of assessment through observation and interaction is therefore to build up a knowledge and

understanding of your child. Children's individual needs are observed and discussed on a daily basis as this enables the nursery staff to plan and evaluate activities effectively.

Samples of children's work, photographs and brief records of their development are recorded as this provides us with evidence of progress. All of our records are available to parents and will be used as a focus for discussion at parents' meetings. All of the children's work and photographs will be given to them when they leave the nursery.

If you would like to discuss your child's progress at any time please do not hesitate to speak to a member of staff. We will of course have informal contact with you on a daily basis and will make a point of letting you know about areas your child is finding challenging or particular achievements they have made.

### Supporting children with difficulties

Where a child is having difficulty with an area of development, staff will work with parents providing extra support as needed. Specialist help may also be available with our Support for Learning Teacher. We are very fortunate at Craigholme School Nursery to be able to provide specialist teaching in PE, Music and French and these teachers are members of Craigholme School Staff.

### Working together to support learning

We can only fully meet your child's needs when we work in partnership with you. For this reason staff will be keen to ask you about your child's likes and dislikes; things they are particularly good at and enjoy and skills they are developing. Equally important are your child's achievements at home as we use these to plan for their next steps in learning. If you have any concerns about your child's development please do not hesitate to discuss your thoughts with staff who may be able to reassure you or help plan some action to address the problem.

## Parental Partnership

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### Our aims

- to work with you in supporting your child's learning
- to involve you, where you wish, in your child's learning in the nursery
- to consult with you about the development of the nursery
- to have open and honest communication with you.

### Working with you

Parents are children's prime educators. The staff at Craigholme School Nursery value the role of parents in their children's learning and will work hard to create a genuine partnership with parents.

We welcome the opportunity to talk with you and share knowledge about your child so that we can explore ways of using that knowledge to benefit your child's education.

### Communication

In addition to this handbook we release a regular nursery newsletter to keep you up to date with events in the nursery. You will be invited to discuss your child's progress with staff in November and May of each year. Staff are also happy to discuss your child's progress on a day-to-day basis in the playroom. If, at any time, you would like a private meeting please let a member of staff know so that this can be arranged. If staff feel they would like to speak to you about a particular issue they will arrange this with you when required.

As you enter the nursery there is a noticeboard for parents. This useful information, eg. holidays, the nursery's registration certificate etc., is updated regularly. There is also a noticeboard outside each playroom which displays details of daily activities, the current theme and planning.

### Promoting positive behaviour



Our staff are trained to deal with children who are leaving their parents for the first time and are, perhaps, mixing with other children for the first time, outside their home environment. We have many strategies at hand to encourage children to play co-operatively and, most importantly, enjoy their nursery experience.

To ensure your child's safety certain types of behaviour are not allowed in the nursery eg, kicking, biting, throwing sand etc. Staff explain calmly to children why

these actions are not allowed and help them work out better strategies. Children are encouraged to share and take turns and not to “hit back” but to inform a member of staff. We would appreciate your support in reinforcing this at home.

We would ask you not to punish your child at home for something that has happened in the nursery, as children learn best when incidents are dealt with immediately. Staff will take appropriate action at the time.

## Links with Craigholme’s Senior and Junior Schools



We are very fortunate that the nursery is part of an all through school and take the opportunity whenever it arises to visit both the Junior and Senior Schools. We have very strong links with the Music, Home Economics, Science and PE departments within the school. The pre-school children visit the science labs during National Science Week in March, where the specialist science teachers deliver science lessons tailored to the interests of the children.

When looking at food as part of the curriculum for example, we try to incorporate a visit to the Home Economics department or school catering facility where the children can experience real working kitchens.

### Buddy System

As part of helping all pre-school children make the transition from Nursery to Junior School we have a transition process in place. This takes the form of a Buddy System where J2 children ‘buddy’ a nursery child. The nursery children make many visits to the Junior School to meet the teachers and children there and soon realise that school is just as much fun as Nursery. When your child transfers to the Junior School then their J2 buddy becomes their playground buddy - a familiar face to turn to in the playground. We also have links with many other schools and welcome teachers to the Nursery in the summer term to meet children who are transferring elsewhere.

### S6 Helpers



Also in place is an established S6 Leavers Programme and any S6 pupil who wishes to work with children or gain experience may apply to volunteer in the Nursery. This has proved very successful to not only the S6 pupils but the Nursery children love to have the ‘big’ girls to play with.

As part of the Health and Wellbeing of each child within the school we have links with the S4 pupils who initiate a Health and Wellbeing project in conjunction with the Nursery.

Both these projects help to foster the caring ethos within the whole school and pupils and staff benefit from the close links we establish.

## **Tournament Day**

In June the whole nursery joins the rest of the school to participate in Tournament Day at the Sports Complex. This is a day packed full of fun and excitement and the children really enjoy being a part of a whole school celebration.

## **Craigholme School Parents' Association (CSPA)**

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The Craigholme Parents' Association (CSPA) is a huge supporter of the school and aims to promote social interaction amongst the Craigholme community. Details of CSPA can be found on the website. The current Chairperson is Mrs Lesley Drew.

## **Suggestions and Complaints**

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We are always anxious to maintain and improve our service. If you have any suggestions about the service please contact any member of staff, or place your suggestions in the comments book in the nursery entrance hall.

You can email us at [kgrant@craigholme.co.uk](mailto:kgrant@craigholme.co.uk) or [lforsyth@craigholme.co.uk](mailto:lforsyth@craigholme.co.uk)

Complaints may also be made in writing to:

Care Commission Officer

Care Commission

Central West Region

4<sup>th</sup> Floor

1 Smithhills Street

Paisley

PA1 1EB

Tel: 0845 600 8334

The National Care Standards for Childcare cover services for children and young people up to the age of 16 years which are to be regulated under the Regulation of Care (Scotland) Act 2001. The Scottish Commission for the Regulation of Care will inspect the nursery on an annual basis to ensure that we are meeting the national care standards and regulations.

A copy of the care standards is available for parents to read in the nursery.