



Little
People
Nursery

29c High Street

Lanark

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01555 665946

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Parent's Handbook

Dear Parents/Guardians

Welcome to Little People Nursery, we hope that you and your child enjoy your time here with us.

The aim of the Nursery Handbook is to make you familiar with the routines and policies in place within the nursery, as well as giving general information.

I hope that you find this booklet helpful and please do not hesitate to contact the nursery if you have any matters you wish to discuss.



Our Mission Statement:

At Little People Nursery we aim to:

- provide a safe and stimulating environment where children can play and learn and reach full potential.
- encourage social, emotional, physical, creative and intellectual development by providing a balanced programme of activities.
- stimulate an interest in other cultures and languages, which is unbiased and everyone is equal.
- extend children's abilities to communicate ideas and feelings.
- foster positive attitude to others and develop confidence and self-esteem.

Equal Opportunities

Little People Nursery reflects the Council's equal opportunities policy, being anti-racist, anti-sexist and multi-cultured. The provision will take account of children's individual needs and each child will be offered equality of access to opportunity to learn and develop, so working towards his/her potential. These principles are reflected in the criteria used to submit children to the nursery and the curriculum of the establishment.

Our approach to learning

INDIVIDUALITY is paramount to our approach to learning. Our aims are:

each child develops self-esteem
develop interpersonal and social skills
promote effective learning experiences
reach full potential for each individual during their time at nursery.

The rooms in the nursery are organised to cover all aspects of child development and play. Although we structure our day, we have a flexible approach to learning. Listening to the children and following their interests, influences all activities. This allows the child to develop confidence and the ability to take on new learning experiences. We are now working with Curriculum for Excellence and Together We Can to further enhance the children's skills and knowledge.

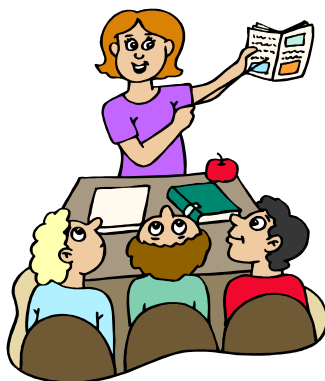


While attending the nursery it is advised that play clothes are worn. It is also preferred that soft shoes/slippers are worn and a change of clothes

must be provided. Aprons are provided for messy activities, but accidents do occur!!!

Key Worker System

Your child will be assigned a 'Key Worker', who will be responsible for ensuring your child is settling into the nursery routine. Staff will also provide a record of your child's interests and achievements at the end of each term. Staff will promote positive behaviour at all times in the nursery setting, children will be encouraged to form positive relationships with other children and staff. A copy of all our Policies and Procedures is available if any parent wishes to read these.



Attendance

We require parents to inform the nursery when your child will be absent, regardless of the period of time. You should contact the nursery before 10.00a.m if your child attends the morning session and 1.30p.m if your child normally attends an afternoon session. If the nursery has not been made aware of the reason for absence then nursery staff will contact you for details, this complements our child protection procedures to safe guard all children. Full fees will be charged when absent.



Snacks (Morning & Afternoon)

We promote healthy eating at all times, and this is reflected in our choice of snacks. Snacks are offered to all the children in the morning and afternoon sessions. A varied selection of fresh fruit and vegetables are available as well as fresh milk and water. All snacks/refreshments are provided each session and are inclusive of fees.

Data Protection

At Little People Nursery, all personal information regarding our service users will be stored in a locked cupboard as per the data protection guidelines that we adhere to.

To meet the needs of all the children in our care, it is important to share information with parents, carers and one another in order to support the child's development. We may also in some circumstances seek help and advice from outside professionals. If this action is taken, the parents, carer's permission will first be sought.

Confidentiality Procedures

All staff are asked to sign our confidentiality statement as part of their contract with Little People Nursery. You can be assured that any information regarding your child and their development will be confidential.

Security, Arrival and Collection

At Little People Nursery, we take security very seriously and endeavour to ensure a safe, secure environment at all times.

In the interest of your child's safety, please notify the nursery if your child is to be collected by someone other than a parent or usual pick-up person. This helps to avoid difficult situations. Your child will not be permitted to leave with anyone other than the named person unless we are given specific instructions on that day prior to the arranged collection time. You will be required to give a full description of the person including their full name, physical description, relationship to child and full postal address. A photograph can also be given to staff if a new contact has to be included in your list of authorised people to pick-up your child.

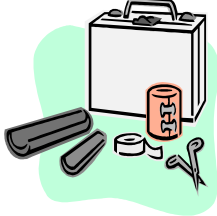
Emergency Contacts

Parents/guardians are asked to provide the establishment with the names, addresses and telephone numbers of two contact persons in case of an emergency.

You are asked to keep the nursery up to date with any changes in information. The nursery should be notified immediately of any new mobile numbers or land line numbers.

Healthcare

Accident - If your child has an accident in the nursery, first aid will be given and the accident reported on the accident recording form. This will be signed by staff present and the manager. Parents will be notified of the accident when collecting the child and will be asked to sign and retain a copy of the form.



If your child appears at the nursery with a bump or bruise, we ask you to inform us about this.

In the event of a more serious accident at the nursery you, or the emergency contact, will be contacted. In an extreme emergency, a member of staff would accompany your child to the hospital whilst you are being contacted. For this reason, it is important to keep details up to date with telephone numbers.

Administering medication - Staff are only permitted to give children medication, which is prescribed by a doctor. You will be required to complete a medical consent form prior to any medication being administered. This will detail the dosage, reason for medication, time to be administered as well as date and parents signature. You will be required to counter sign the form on collection of your child.

The only medication not prescribed, which can be administered is Calpol/Calgel, provided and approved by the parents. The same medical consent form applies.

Illness - If your child has an infectious disease such as chicken pox or measles, they will not be permitted to attend the nursery until this has cleared up. Our staff will be happy to advise you on the individual time periods of exclusion.

Nursery exclusions - For obvious reasons, we must exclude children with a temporary illness or disease until it has cleared up. A copy of our exclusion notice is on the parent's notice board. Alternatively, should your child become ill, notify the nursery to find out the incubation period and also when your child may return to the nursery.

Outdoor play

We use our outdoor play area on a daily basis, encouraging the children to participate in a variety of physical experiences. We would ask that your child is appropriately clothed to enable this: e.g waterproof jacket, hat, scarf, gloves and suitable footwear.

Sun Protection

Could all parents please ensure their child is provided with sun cream and a sun hat, these should be kept at nursery in the child's slipper bag or in the box provided for the younger children. This will ensure the children are suitably protected whilst playing in the outdoor area. Children who have no sun protection will not be taken outdoors.

Excursions and Outings

When outings for children are planned, we will inform you in advance and give you detailed information about our excursion. You will be asked to complete a consent form, this will state whether you do/do not give permission for your child's participation.

Staff training

All staff engage in a number of training events and courses as part of their Continued Personal Development over the year. The courses that staff will be attending over the session are detailed in each reception area of the nursery for parents to look at. Also displayed are the qualifications that each early year's worker and members of the management team hold.

Parental involvement

We value the knowledge that parents have about their children and we actively work with the parents to involve them in their child's learning. We will inform you of up and coming events in our newsletter and information sheets. We are always looking for new parents to join the parents committee, please feel free to discuss any matter with the staff or manager regarding events, new initiatives and the service.

No Smoking Policy

South Lanarkshire authority recommends the promotion of a non-smoking policy. With this in mind, we would remind parents that no smoking is permitted in the nursery and the outdoor play areas.

Complaints Procedure

Any parent who has cause for complaint about the nursery, staff or any other aspect of the care of their child/children are advised to consider one of the following suggestions:

- i. Speak to a member of staff
- ii. Speak with manager of service in person or by telephone (01555 665946).

In the event of a concern arising, the nursery would endeavour to sort out any problems at an early stage; we would investigate all complaints thoroughly, enabling us to meet our commitment to be fair, responsive and open.

Any complaint will be dealt with on the day of complaint if possible or within two working weeks if the matter remains in-house. If the matter has to be referred to the responsible statutory body then the completion timescale will be determined by their findings and subsequent report.

You can contact the Care Inspectorate, South West Region, Princess Gate, Castle Street, Hamilton
Telephone 01698 208150

Specialist Support

Little people Nursery works closely with a number of support services to ensure your child receives additional support if required.

Our collaborative approach to learning involves us working closely with parents who are the prime educators in their child's life.

Below is a list of outside professionals that the nursery can access if requested:

- Specialist support teacher - can be requested by the nursery to support pre-school children in their preparation for school.
- Public Health Nurse - Marion Leitch is our appointed health nurse she can offer support and advice to the nursery, parents and carers.
- Oral Health Educator - Anne-Marie Lynn visits the nursery regularly to give advice on dental health issues.
- Speech & Language Therapist - Catherine Chapman is a speech therapist who works with children who may need support in their speech and communication development.
- Educational Psychologist - Judith Dickinson can offer the nursery, children and parents

support with regard to the child's all round development.

Child Protection Policy & Procedures

Children in our setting will be assured of continuity of care. They will be protected from harm and we will follow the guidelines set by South Lanarkshire Council, with regards to action to be taken in the event of suspected child abuse.

All staff should report any concern they have to the Manager of service. The Manager will give guidance in relation to recording the concern. The Manager will follow the action points stipulated in the guidelines and procedures manual, issued by Educational Resources.

Here are some numbers you can call if you need help.

Social Work

01355 807000

Standby Social Work Out of Hours

0800 811 505

Strathclyde Police Family Protection Unit

01698 202538

24 Hour Child Protection Line

0808 022 3222

Child Line Scotland

0800 1111