

Nursery Handbook



Middleton Park School



2013 / 14

Welcome

Welcome to Middleton Park Nursery. Your child is special and we aim to make his / her time at our Nursery a happy one. We aim for our nursery to be a friendly place where you and your child feel welcome. We share the responsibility for your child's development and hope we can work together to give an exciting, stimulating and happy environment in which to learn.

Our Nursery is an integral part of Middleton Park School but the provision it provides is different from the school. This booklet has been produced to provide you with information about the aims and general organisation of our nursery.

We will be happy to discuss any concerns you may have about about your child.

The nursery has two part-time classes, each catering for 20 children. This means that 40 children aged 3 and 4 years may be offered a part-time nursery place.



Details of School and Staffing

Middleton Park Nursery
Jesmond Drive
Bridge of Don
Aberdeen
AB22 8UR

School Office 01224 820873
Nursery Direct Line 01224 258532

enquiries@middletonpark.aberdeen.sch.uk
www.middletonpark.aberdeen.sch.uk

Head Teacher	Mrs Watson
Depute Head Teacher	Mrs Young
Nursery Teacher	Mrs Stevenson
Nursery Nurse	Miss McKinnon
Administrator	Miss Napier
School Support Administrator	Mrs McGlashan

Nursery Times

Morning	9.00 - 11.30	Afternoon	12.45 - 3.15
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Drop off and Pick up

The nursery times are flexible to allow the children to have a more relaxed arrival and departure.

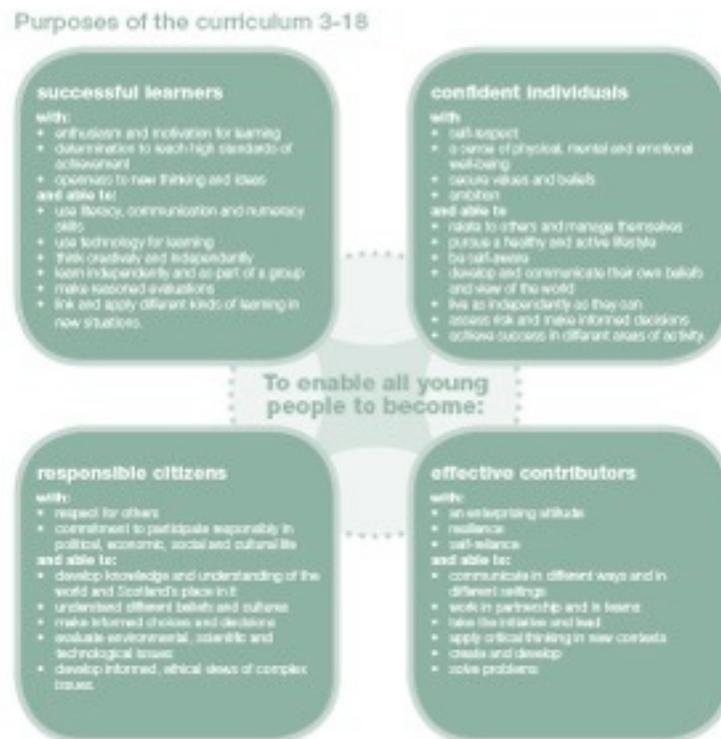
Morning - Children should arrive between 9.00 am and 9.15 am and be collected between 11.15 am and 11.30 am.

Afternoon - Children should arrive between 12.45 pm and 1.00 pm and be collected between 3.00 pm and 3.15 pm. This should ensure that all children arrive on time and no children are left after 11.30 am and 3.15 pm as this can cause unnecessary distress. For security reasons, the nursery door will be locked at 9.15 am and 1.00 pm.

Nursery Curriculum

Young children come to nursery with a significant background of learning experiences and a natural curiosity. The nursery builds on this by broadening the range of children's learning experiences through its curriculum. The Nursery works towards achieving the experiences and outcomes from the Curriculum for Excellence.

www.curriculumforexcellencescotland.gov.uk



These are detailed in eight Curriculum areas:

Numeracy & Mathematics
Health & Wellbeing
Sciences
Religious & Moral Education

Literacy & English
Social Studies
Technologies
Expressive Arts

Play

“Play is essential for our children if they are to have the best start in life and be ready to succeed as adults. Through play children thrive as they develop self-confidence, social skills and awareness of their impact on others and the world around them.”

The Early Years Framework (2008)

The children develop their knowledge and understanding of the curricular areas through a variety of structured and free play activities as well as a range of other learning experiences.



Admission

The nursery provides forty part-time places for children between three and five years of age. There are two nursery sessions, one in the morning and one in the afternoon. Twenty children attend each session with the nursery teacher and nursery nurse. Children attend 5 sessions per week. Admission to the nursery follows the policy set by Aberdeen City Council.

Starting Nursery

According to Authority policy, children starting nursery will be phased in gradually in small groups over a short period of time. This is to let the children become familiar with their new surroundings and for the nursery team to get to know your child. This gives the staff and new children time to get to know the children returning to nursery.

Before your child starts nursery they will be given the opportunity to visit our setting and meet the staff and some of their classmates.

Settling in Week

The first week is a 'settling in week'. Some children will be excited and others may feel a little anxious. Your child may stay for a full session almost immediately or it may take a few days or even weeks to settle. Don't worry, all children do settle, but in their own time. Each child will be given the time he/she needs. You are welcome to stay with your child until he/she is settled.

After a few weeks, the nursery staff will arrange an induction appointment with you to discuss how your child has settled in, to look through the 'child profile' that you completed and to go through some other important nursery information with you. The appointment will last about 30 minutes for children who are new to the nursery and 15 minutes for children who are returning.



Clothing

Children will require the following articles:

- shoe bag and soft indoor shoes - slip on shoes with non-slip soles (ie gym shoes)
- a change of clothing (trousers, pants, t-shirt, socks) in case of accidents - a bag should be provided
- apron - preferably long sleeved (you can order these from school)
- outdoor clothing - suitable warm clothes, waterproof jacket and wellies

Please ensure all belongings are clearly named. We would appreciate children being dressed in clothes, which they can manage independently. It is a good idea to avoid belts, tights and shoes with laces.

Children should have adequate clothing with them for outdoors since nursery activities take place outside in all weather i.e. hats and gloves in winter, wellingtons and waterproofs on rainy days. Please provide a bottle of sunscreen for your child.

Nursery t-shirts and sweatshirts are available to order. Please see nursery staff.

Pegs

All children have a peg in the nursery cloakroom. Your child's peg will be named and have a picture on it. Please bring your child to the cloakroom and encourage him/her to get ready for nursery independently.



Snack

Snack is an integral part of nursery activities and encourages social skills. Our snack menu is varied and healthy. Fruit is provided daily with a choice of milk or water to drink. A snack menu is on display each week. Please let staff know of any foods your child is not allowed through religion or allergy.

Snack money is £2.50 per week and should be paid on the first day of the school week or it may be paid termly at the start of each new term. This covers the cost of providing a daily snack for each child.

On birthdays children may want to take in a vegetarian birthday cake to share at snack time. Middleton Park is a Health Promoting School and we would ask that you refrain from providing extra birthday treats such as fun size bags of sweets.

Praise, Discipline and Rules

We ask that parents co-operate with us in encouraging children by offering praise when their child copes with a difficult situation, achieves a goal, masters a new skill or behaves well. If a child appears to have recurring behaviour problems these will be fully discussed with the parent.

We do not have many rules but those we do have are important for the safety and well being of your child whilst in our care. Please see the nursery notice board.



Health

It would be most helpful if you could inform us of any health problems your child might have, past or present e.g. asthma, allergies, hearing etc. You as parents know your child best and are able to see changes in behaviour and health patterns. An unwell child must be kept at home until they feel well enough to return to nursery. Please telephone to let us know if your child is going to be absent. If you do not contact the Nursery/School, the school office will then contact you to check that everything is all right.

- children who have been absent with enteric symptoms (tummy bugs, sickness or diarrhoea) can return to nursery 48 hours after symptoms have settled
- when your child returns to nursery please bring an absence note or tell nursery staff what has been wrong
- if your child has been upset before coming to nursery please tell one of the nursery staff
- if your child requires medication during the session please consult with nursery staff

Emergency Contacts

Should your child become unwell while at nursery we will contact you to take him/her home. You will be asked to complete an emergency contact form at the beginning of the term with names, addresses and telephone number of a friend / neighbour who would care for your child should you be unavailable.

When the contact requires to be changed please always inform the school promptly.



Reporting to Parents

Records are kept on the children to monitor their development. You can see these at any time, as once your child is settled, they will have a 'Learning Journey' folder in their tray which will be updated by staff weekly. You also have the opportunity to insert observations in the 'Learning Journey' folder as we value any contribution you can make. These records will be passed onto the Primary 1 teacher with whom we closely liaise. Parents will be given a report on their child's achievement and a parents' progress appointment at the end of the year.



Adult Helpers

When the children are settled and secure in nursery we are delighted for parents to help in the nursery. This allows you to see what your child does in nursery as well as providing the nursery with your valuable skills that we do not possess and from which we can benefit. A rota will be displayed beside the sign-in sheet. If you would like to become a regular helper, you will need an PVG Disclosure. Please contact the school office for more details.

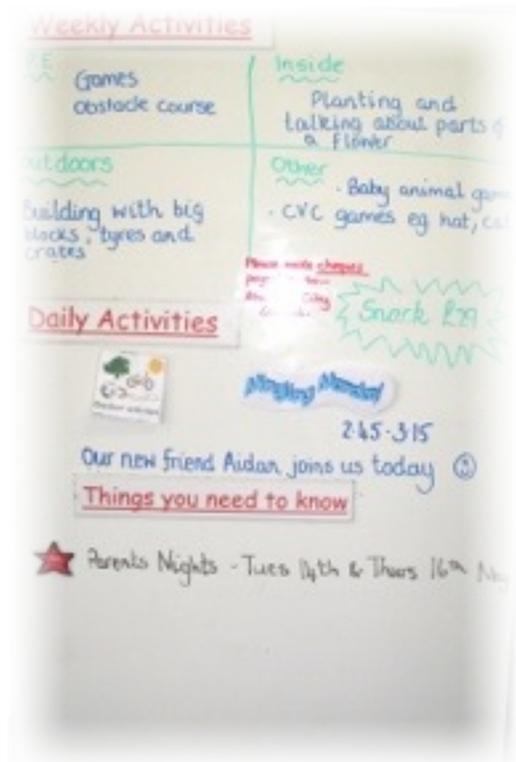
Home / School Links

We value close contact with parents on a day to day basis. When you deliver or collect your child, please come into the nursery and observe or take part in what your child is doing.

We have a Mingling Monday when you are welcome to come in and to play with your child at the end of the session.

We aim to keep you informed of events in the nursery. This is achieved in many ways through daily contact, letters, meetings, parent interviews and the Nursery notice board. When possible we will point out new notices but please look out for them. If you have any concerns about your child whilst he/she is in nursery please talk to the nursery staff.

There is a planning board in the nursery corridor which will give you further information on the specific activities taking place for that particular week.



Parent Council

The school has an energetic and committed Parent Council, which meets on a regular basis. The council is involved with various fund raising activities throughout the year.

The Parent Council is also a forum where parents can discuss and consider issues concerning the school. Parents are welcome to attend any meeting which is detailed on the school calendar.

Deferred Entry / Early Entry

Some parents feel that their child is not ready to begin Primary 1 at the usual age (4 ½ to 5 ½). It is possible for a child to start P1 later than usual. This is called a deferred entry. Some parents feel that their child is ready to begin P1 earlier than is usual. This is called early entry to P1.

Please discuss this with the Head Teacher. The Head Teacher will explain about deferred entry or early entry and there is a leaflet with more information.

Transition to Primary One

To help ease the transition from Nursery to Primary 1, nursery children will make many visits to the school throughout the year. They will be introduced to the playground at interval time, visit classes and meet school staff. This will enable them to become familiar with the staff and layout of the school. The nursery is very much part of the school and the pupils will be included in some Get Togethers and other calendar events throughout the year. There will be a phased entry into Primary 1.

Child Protection Statement

The school has an obligation to follow the North East Child Protection Committee Guidelines on Child protection. This means that where staff have child protection concerns as defined in the guidelines, they must discuss these with the nominated person for child protection who, in this school, is Mrs Watson. This nominated person will then take the decision whether to refer to Social Work. Staff other than the nominated person may also refer to Social Work. This may be done without the prior knowledge of parents.

Safety

At all times we will endeavour to make sure that the nursery is a safe environment for your child. We have nursery rules to promote this.

A responsible adult must accompany your child to and from nursery (over 16 years of age). Upon arrival at nursery, children should be handed over to a member of the nursery staff. A signing in/out system operates at the start and end of each nursery session.

Please notify the nursery staff if you have arranged for someone else to collect your child, particularly if it is someone who is a stranger to the staff. If you have not notified staff, they will contact you to seek permission before allowing your child to leave with that adult. Likewise, if the name in the sign in/out sheet for collection differs from the person who actually comes to collect your child, staff will contact you. This will happen even if the adult is known by staff.

The door is locked once the children are in nursery at 9.15 am and 1.00 pm. If you require entry during the nursery session you will need to go to the school office. In the interest of safety all push chairs must be left outside the building in the nursery garden.

Insurance

No insurance cover is held by Aberdeen City Council to provide automatic compensation in the event of a personal accident or death. It is your responsibility to insure your child for personal accident or death if you feel this is appropriate.

Aberdeen City Council does hold third party liability insurance, which indemnifies the city for claims for third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the city or its employees. However, if there are no grounds for negligence, no claim would be accepted. When completing admission forms parents will be requested to complete an insurance form so that the school has written acknowledgement that parents have received the above statement.

Equal Opportunities

In line with Aberdeen City Council policy we are committed to a policy of multi-cultural and anti-racist education. When children first come to nursery and as they progress, they may bring with them ideas about the way that other children should behave based on social, cultural, gender or other stereotypes. Though the school does not create these attitudes we are aware that they can be influenced by such matters as the allocation of classroom duties and relationships and roles of staff which cumulatively can have an important effect. It is important that children from the earliest stages are helped to recognise that there are many different ways of seeing and understanding the world. We believe that a child's self image is enhanced when their cultural heritage gender and beliefs are understood. This is further enriched when the lifestyles of their families are respected, acknowledged and used in the planning of nursery activities. Children with disabilities also have a right to equal access to the curriculum and entitlement that their capabilities are fully developed. Care will be taken to ensure there is suitable access to the building, resources and equipment.



Complaints Procedure

If you are unhappy about any aspect of the nursery provision please approach the nursery staff to discuss your concerns. If necessary the Head Teacher can be contacted and information on Aberdeen City Council's complaint procedure will be supplied:

Jenny Watson, Head Teacher
01224 820873
enquiries@middletonpark.aberdeen.sch.uk

Care Inspectorate

The Scottish Commission for the Regulation of Care, known as the Care Inspectorate has been set up to improve the quality of care services in Scotland. The Care Inspectorate registers and inspects our nursery on an annual basis. If you have a complaint about our nursery you can contact:

Care Inspectorate
North Region
Johnston House
Rose Street
Aberdeen
AB10 1UD
Tel: 01224 793870

We hope you have found the information in this booklet helpful. It can only give you a brief insight into our nursery but you are welcome to talk to the staff at any time.

We hope your association with Middleton Park School is a happy and memorable one.