



Jimmy Dunnachie Family Learning Centre
Nursery Handbook
2022/2023



Care Inspectorate Registration Number:
CS2003014889

Jimmy Dunnachie Family Learning Centre

Dear Parent/Carer

Welcome to Jimmy Dunnachie Family Learning Centre. I would like to extend a warm welcome to you and your family and hope you will all benefit from the services this centre has to offer.

The nursery staff team and I look forward to sharing with you the most precious and important early years of your child's life.

I have enclosed information which we hope will explain our aims, routines and other important information regarding the nursery.

A newsletter is produced regularly which will keep you up to date on activities and events. Please spend just a few moments to read the information supplied.

Please read this handbook and keep it safe so that you can refer to it in future.

If you have any unanswered questions after reading through the handbook please do not hesitate to make contact. Once again may I extend a warm welcome to you and your family.

Yvonne Graham

Head of Centre

Headteacher@jimmydunnachie-nursery.glasgow.sch.uk

მოგესალმებით



خوش آمدی



Fàilte

歡迎

خوش آمدید

Contents page

Section One Vision, Values, Aims and Mission

Section Two General Information

- Contact information
- Meet the team
- Centre capacity and hours of opening
- Holidays and In-service days
- Controlled entry system
- Arrival and collection of children
- Photographs, videos and social media
- Emergency Closure arrangements
- Admissions policy
- Nursery applications
- Hourly charging rates
- Settling in procedures
- Your child's Key Worker
- Suitable clothing
- Outdoor play
- Sun Screen and Sun Hats
- Personal Belongings and Insurance
- Transport
- Outings and Consent Forms
- Fund Raising
- Nursery fund

Section Three: Medical Information

- Attendance and Illness
- Administration of Medicine
- Minor Accidents and Upsets
- Head Lice

Section Four: Health and Wellbeing

- Meals and snacks
- Guidelines on baby feeds
- Tooth brushing Programme
- No Smoking Policy
- Birthdays
- Animals
- Child Protection
- Child Welfare and Safety
- Emergency fire evacuation procedures



★ **Section Five: The Nursery Curriculum**

- Curriculum for Excellence
- Pre- Birth to three
- Children’s Progress
- Promoting Equality
- Nurture

★ **Section Six: Partnership working**

- Working Together to Support Learning
- Supporting Children
- Sharing Information
- Getting It Right For Every Child (GIRFEC)
- Staged Intervention
- Parental Partnership
- Working with You
- Working Together to Promote Positive Behaviour

★ **Section Seven: The Wider Community**

- The Wider Community
- Other nurseries and groups

★ **Section Eight: Additional Information**

- Policies and Procedures
- Privacy Statement and Data protection act
- Suggestions and Complaints
- Inspection
- Useful Addresses

★ Appendix 1: Local Area Map

★ Appendix 2: Nursery Excursions – Insurance Cover



Section One: Vision, Values, Aims and Mission

Our Vision

Home is at the heart of decisions made for, and by the children

Children's Vision

"We want to play and have fun"

Our Values

Happiness (fun, play, wellbeing)

Relationships (partnerships, honesty, respect and communication)

Achievement (Inclusion, equity, nurture)

Our Aims

All children, without exception, will achieve their own visions, happiness and dreams, with the support of motivated, significant people in a safe and relaxed environment.

High expectations, encouragement and nurture will create the foundations for a strong and resilient start in life.

Children are seen as 'beings' and not just 'becoming's'. Children are valued for who they are in the moment.

Our Mission

We are: Kind

We are: Safe

We are: Ready

Section Two: General Information

Contact Information



Head of Centre: Yvonne Graham

Depute Head of Centre: Mary Shaw Nadia Mathieson

Team Leader: Claire Thorburn Julie Crainie

Lead Practitioner of Attainment: Pauline Stewart

Establishment Details

Jimmy Dunnachie Family Learning Centre

75 Kyleakin Road
Arden
GLASGOW
G46 8DQ

0141 638 2342

Email: Headteacher@jimmydunnachie-nursery.glasgow.sch.uk

Website: jimmydunnachie-nursery.glasgow.sch.uk

Twitter: @Jimmydunnachie1

*Please note this page is private and admin reserve the right to all membership requests.

Jimmy Dunnachie Family Learning Centre is part of Hillpark Learning Community.



Meet the Team

Senior Leadership Team

Yvonne Graham

Head of Centre

Mary Shaw

Depute Head of Centre

Nadia Mathieson

Depute Head of Centre

Claire Thorburn

Team Leader

Pauline Stewart

Lead practitioner of
Attainment

Julie Crainie

Team Leader

Christine Orr

Clerical Support Team

Anuradha Bizoara

Clerical Support Team

Thomas McFalls

Facility Officer

Kirsty Bryce

Morning Cleaner

Jade Fulara

Day Cleaner

Lullaby and Neverland

(0 to 2 rooms)

Fatima

Child Dev Officer

Nikki

Child Dev Officer

Maureen

Child Dev Officer

Laila

Child Dev Officer

Eilidh

Modern Apprentice

Sandra/Amanda

Child Dev Officer J/S

Trish

Child Dev Officer

Lauren/Claire

Child Dev Officer J/S

Nadia

Child Dev Officer

Wonderland

(2 to 3 room)

Lucy

Child Dev Officer

Pamela

Child Dev Officer

Lynn

Child Dev Officer

Gemma

Child Dev Officer

Marion

Child Dev Officer

Angie

Child Dev Officer

Janice/Lesley

Child Dev Officer J/S

Trudi

Child Dev Officer TT

Sharon

Support for Learning

Narnia

(3 to 5 room)

Subha	Child Dev Officer	Janice	Child Dev Officer
Karen	Child Dev Officer	Caitlin	Child Dev Officer (Mat leave)
Amanda	Child Dev Officer	Steph	Child Dev Officer
Lauren	Child Dev Officer	Brooke	Support for Learning
Laura	Child Dev Officer	Tania	Support for Learning
Chiara	Child Dev Officer	Katie	Support for Learning
Lesley	Child Dev Officer		
Rosalynn (Mat cover)	Child Dev Officer		
Anne	Child Dev Officer		

J/S – Job Share TT – Term Tim

Centre Capacity

★ 6 weeks to two years old	-	24
★ Two to three years old	-	35
★ Three to five years old	-	67
★ Full time equivalent total	-	<u>126</u>

Hours of Opening

Monday to Friday:
8:00am to 6:00pm

- The centre is open 51 weeks of the year. The centre will be closed on public holidays, In Service training days and one week between Christmas and New Year.
- During these hours, children attend on a variety of attendance patterns.
- All eligible 2 years olds and all 3-5-year olds will be offered a minimum of 1140 hours of Early Learning and Childcare before any additional hours are granted

Nursery sessions and times for children accessing 1140 hours (eligible children)

★ Morning block - **8:00am to 12:45pm**

★ Afternoon block - **1:00pm to 5:45pm**

★ For children attending 2.5 days across the week, the **Wednesday block** is either **8:00am to 12:45pm** or **1:00pm to 5.45pm**.

★ **Non-eligible children** will attend set hours within these blocks as follows:

★ Morning block - **9:00am to 12noon**

★ Afternoon block - **1:00pm to 4:00pm**

★ For children attending 2.5 days across the week, the **Wednesday block** is either **9:00am to 12noon** or **1:00pm to 4:00pm**.

★ If you are working and require additional hours or extended days, this can be requested when your child starts nursery. We will try our best to give extended days where possible but due to high demand we are not able to offer any guarantees.

Non-denominational policy of the nursery

The nursery is non-denominational. We respect and welcome children and parents/carers of all religions, faiths and beliefs. We encourage our diverse community to share their religion, faiths and beliefs with us so we learn together.

Equal Opportunities policy

★ Jimmy Dunnachie Family Learning Centre reflects the Council's policy on equal opportunities. All children are treated equally and fairly.

★ Our work with children will be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work with and care for children.

Holidays/In Service Days 2022/2023:

August

- Monday, 15 August 2022 (Return date for Teachers & In-Service Day)
- Tuesday, 16 August 2022 (In-Service Day)
- Wednesday, 17 August 2022 (Return date for Pupils)

September

- Monday, 19 September - additional bank holiday for Queen's State Funeral and national day of mourning
- Friday, 23 September and Monday, 26 September 2022 (September weekend holiday)

October

- Friday, 14 October 2022 (In-Service Day)
- Monday, 17 to Friday, 21 October 2022 (October Week) – Nursery closed for term time children

December - Christmas and New Year

- Thursday, 22 December 2022 – Nursery closes for term time children
- Friday, 23 December 2022 – Nursery closes for 50 week children

January

- Wednesday, 4 January 2023 – All children return

February Mid term break

- Monday, 13 and Tuesday, 14 February 2023 – closed to term time children
- Wednesday, 15 February 2023 (In-service day)

April - Spring Holiday (Easter)

- Friday, 7 April 2023 – Good Friday – Nursery closed
- Monday, 10 April 2023 – Easter Monday – Nursery closed
- Monday, 3 April 2023 to 17 April 2023 – closed to term time children

May

- Monday, 1 May 2023 (May Holiday)
- Monday, 8 May 2023 (King's Coronation)
- Thursday, 25 May 2023 (In-service day)
- Friday, 26 May 2023 and Monday, 29 May 2023 (May Weekend)

June

- Friday, 23 June 2023 – last day for term time children

Details of these dates will be included in our newsletter and are posted in various prominent places within the centre.

Controlled Entry System

The centre has a controlled entry system, which allows staff video access to the front door.

Parents/carers please ensure that you do not let an unknown adult or child into the building as you are entering or leaving. The security of the children and staff is of major importance. Please discuss any concerns you may have with a senior member of staff.



Arrival and collection of children

It is expected that a responsible adult will bring and collect your child from nursery. In the interest of your child's safety a member of staff will ask who will be collecting your child at the end of the session. If someone other than the person stated at drop off is collecting your child you **MUST** inform the nursery beforehand. If you do not do so, then the person will not be allowed to leave the building with the child and we will attempt to contact you or a listed emergency contact. We do have a 'password' system that can be used to keep children safe. Anyone dropping off or collecting children must be 16 years old or over.

Please try to come as close to your child's drop off and pick up times as this can have an impact on the children in the rooms



Photographs/Videos and Social Media

Throughout your child's time in nursery, it is normal practice for photographs which record their learning journey to be taken by key workers. These may be displayed on the walls, in learning books and occasionally in newsletters or leaflets. The content of the photographs will be around learning experiences that your child has taken part in. They may be in the playrooms, in the outdoor area, during parties or outings or when he/she has been participating in forest adventures. At the end of the school year, you will be given a CD of these photographs along with your child's "learning book". Additionally, on occasion, photographs may be used in local newspapers, on our website, our uploaded onto twitter or Our nursery Facebook page.

Again, you will be asked to complete a permission form at enrolment. For any further information regarding this, please speak to your child's key worker.

At large gatherings such as Nativity and Graduation, we need to make sure that all parents/carers are happy for photos/videos to be taken. I will ask everyone prior to events and let you know if this will be possible. Where parents/carers are not permitted to take photos/videos, the nursery staff will support in this instance.

We also ask the pictures/videos taken are NOT shared on social media.



Emergency Closure Arrangements

The centre will be opened at the times already outlined, but very occasionally circumstances arise which mean the centre has to close.

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we will do all we can to let you know about the details of closure or re-opening. We shall keep you informed by telephone, text message and/or email. We will also keep you updated through twitter/Facebook or Via our Website to make you aware of media announcements.



Admissions Policy

All nursery places are allocated in line with the Council's admissions policy and we will be happy to advise you about how this policy operates when you apply for a place for your child.

For the most up to date information, you can access the Glasgow Family Information Service by clicking on the following link: <https://www.gfis.org.uk/> or by simply searching for 'GFIS' online and going to Admissions. You will also be able to find more information about nursery charges, application process and entitlement, however there is much more information should you require it.

Our admissions panel meets three times a year to allocate nursery places, usually January, May and September.

The panel consists of all heads of early years establishments in the area and representatives from the early years team.

Nursery Applications

To apply for a nursery place, please contact the nursery to make an appointment.

Please bring the following paperwork with you to your appointment:

- Child's full birth certificate (it must show parent's name)
- Council Tax statement or Utility Bill (proof of residency within the last 3 months)
- If you are working, provide confirmation of Employment (both parent, or SA302 form if self-employed).
- Confirmation of Further Education if applicable (letter from College/University and current timetable– to be updated each session)
- Working Family Tax Credit Award Letter
- Evidence of benefits i.e. Income support, Universal Credit, Job Seekers Allowance etc.
- Passport for both parents and child where possible

If you are not able to bring all of the relevant paperwork to complete the application form, please let us know before your appointment and we will rearrange this for you. Your application cannot be processed without this information.

No enrolment can take place until your child is resident in the city.

The Head of Centre retains 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](#)

If circumstances change which affect the application please contact us and let us know. It is the parent's responsibility to keep the nursery informed of any changes that affect their application.

Session 2022/23 hourly charging rates: eligibility

Parents/Carers are eligible for the Early Learning and Childcare Services hourly charging rates for session 2022/23 as follows:

Standard Hourly Rate (children 3-5 years): £5.00

Standard Hourly Rate (children 0-3 years): £4.00

Discounted Hourly Rate: £4.00 (available for all Glasgow resident children 3-5 years)

Discounted Hourly Rate: £3.00 (available for all Glasgow resident children 0-3 years)

Resident Reduced Hourly Rate: £1.00

Resident Second Child Hourly Rate: £2.20

Resident Third Child Hourly Rate: £1.70

Meals and Snacks:

Lunch: £1.52

Snack: n/a

Breakfast: £0.50

Settling in procedures

To support with this process, your child will be allocated a Key Worker to allow them, and yourself, to get to know one point of contact. Your child's Key Worker will support you to complete the enrolment paperwork during the first week your child starts. She will also help to answer any questions you may have. The settling procedure takes place as follows:

DAY 1: On day 1, parents/carers will remain at the nursery and stay within the nursery playroom. Children will only be at nursery for 1 hour on day 1.

DAY 2: On day 2, parents/carers will remain at the nursery and stay within the nursery playroom. Children will only be at nursery for around 1 and a half hours on day 2.

DAY 3: On day 3, parents/carers will remain at the nursery and stay within the nursery. Children will only be at nursery for around 2 hours on day 3.

DAY 4: On day 4, parents/carers may leave if the child is **fully settled**.

DAY 5: Children can be left for most of their session on day 5.

We will review this on an individual basis until we are sure your child has fully settled and is able cope with their full session. This may take a couple of weeks and we appreciate your support.

Please note that each child and parent may react differently to the settling in procedure. Flexibility may be necessary. Your child's key worker will advise you on the settling procedure to meet the needs of your child.

Nursery Transitions

Your child's Key Worker

Children are allocated a dedicated staff member, known as the Key Worker. This is the person who will support your child's development when at nursery. The Key Worker will share your child's progress with you and discuss any areas where your child may need additional support.

Parent's meetings are held during the autumn and summer terms. Our first meeting is an opportunity for you to experience first-hand how your child is learning and provides us with the opportunity to explain in more details our curriculum. The second meeting, we are able to discuss more fully your child's achievements and for children who are going to primary school we explain the contents of the transition record that is sent to the primary school. The Key Worker and the rest of the staff team will use observations to plan and record children's achievements. The Key Worker will be you and your child's main daily point of contact, however, all the Nursery team is involved in working with the children during the normal course of the day. If your child's Key Worker is on annual leave, training or is ill, you can confidently leave your child in the care of another known member of staff.

Each playroom has a different ratio of staff to children.

- In our youngest room children aged 0-2 years the ratio is one member of staff to three children.
- In our 2-3 room the ratio is one member of staff to five children.
- In our 3-5 room the ratio here is one member of staff to eight children.

If you have any questions, please talk to your keyworker who will be willing to assist at the beginning or end of each session or you may prefer to discuss issues with a member of the senior leadership team.

All Nursery Staff are fully qualified, enthusiastic, motivated and part of a dedicated team who are constantly updating their knowledge and skills through literature and participation in training.



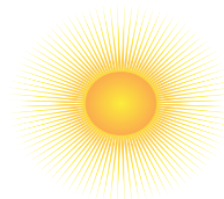
Suitable Clothing

Although we provide the children with aprons for messy/creative experiences, accidents from time to time can still happen. We advise that the children wear play clothes when they attend the nursery. Some colours of paint may stain clothes. A change of clothing and shoes can be kept in your child's peg bag in nursery and should be clearly labelled with his/her name. Where appropriate, you will be required to supply nappies, wipes, nappy sacks and cream. Your child's key worker will inform you when more supplies are required. The nursery holds a small supply of changing essentials but these are only intended for emergency situations. ALL nappy cream must be clearly prescribed by your child's G.P and appropriate forms completed before the cream can be applied.



Outdoor Play

Outdoor play is part of our curriculum and a member of staff will be responsible for planning outdoor experiences for the children every day. We ask parents to provide suitable outdoor clothing depending on the weather.



Sun Screen and Sun Hats

During the summer months, we expect parents to apply sun screen to your child prior to coming to nursery however we will reapply if your child attends all day. A permission form will be included in your enrolment pack. If you do not wish your child to have sun screen applied, due to allergies, etc. We ask you to supply your child with their own sun screen.

Please can I ask that you provide a legionnaires sun hat for your child and sun screen for any allergies or sensitivities.

Children will have time in the shade between 11.00am and 3.00pm, between March and October. It is advised that children wear sunscreen within these times.

If the UV filter is above 3 at any time sunscreen must be applied. This can be checked by accessing the Met office website.

You can access further advice and guidance by clicking on the following link:

<https://www.nhs.uk/live-well/healthy-body/sunscreen-and-sun-safety/> . Alternatively, you can search for NHS sun safety.

Personal Belongings and Insurance

- ★ Jewellery is discouraged from being worn at nursery in case of an accident/items being lost or stolen.
- ★ Regrettably under Health and Safety guidelines, wearing of earrings is strongly discouraged. Glasgow City Council is concerned at the level of claims being received regarding the loss of children's' and young peoples' clothing and/or personal belongings.
- ★ Parents/ Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to the establishment. Parents/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

NO FOOTBALL COLOURS ARE PERMITTED IN NURSERY.



Transport

- ★ Transport is not normally provided for children attending early years establishments. The council may, however, provide transport to and from nursery for a child with additional support needs who may require to travel some distance to take up their placement.
- ★ If your child is transported to the establishment by taxi there should be a suitable seat/harness and an escort. Please check that you are happy with these seating arrangements and do not hesitate to contact the Head of Centre or Depute Head if you are worried about any safety aspect



Outings and Consent Forms

- ★ Outings are an important part of our curriculum. On the enrolment form, you will be asked permission for your child to participate in short, local outings. On occasions when other trips have been arranged we will require you to complete an additional form. ALL trips/outings are purposeful and are educational.



- ★ When outings or excursions are planned you will be issued with a consent form by your child's key worker. Completion of this form gives your permission for your child's participation.

Please note children cannot take part in outings without prior consent and completion of their forms by their parent/guardian.

Fund Raising

We may ask you to take part in Fund Raising throughout the year. We will try to spread this out as much as we can across the year and we will let you know why we are asking for donations. Some of the reasons may include Christmas, an outing or for new resources. We are very lucky to have a supportive community and have been very successful in fund raising in the past.

We may also ask throughout the year for donations. If you, or anyone you know, are able to support, we would be truly grateful.



Nursery fund

We ask you to contribute £2.00 per week towards our nursery fund. These monies are used for special outings, visits, parties, and this fund is vitally important as a contributor toward the children's learning and experiences at the centre. Christine will send out a reminder each week and your payment can be given to Christine at any point in the week.



Section Three: Medical Information



Attendance and Illness



If your child is unable to attend nursery it is important to contact us as soon as possible to let us know the reason for their absence. Glasgow City Council have a policy in place that requires us to attempt contact Parents/Carers of absent children to ascertain the reason for absence on a daily basis. This allows us to track illness and infections and to prevent further occurrences.

Although Early Learning and Childcare is non- statutory education, we encourage all children to attend on a regular basis and would ask that you minimise absence where possible apart from illness. Routine and consistency are both crucial in allowing your child to feel settled and secure in nursery and also allows for full access to the educational experiences on offer. If you are having difficulty in bringing your child to nursery, please speak to Yvonne who will offer some support and advice.

We would ask that you keep your child at home if they have any ailment which is infectious, contagious or which causes them to feel unwell. Please feel assured that we follow national guidance to protect the health of all the children in our care and prevent the spread of infection where possible.

If your child is taking medication such as Calpol for pain or a fever, or antibiotics for infection, they may be too unwell to come to nursery.

When children are feeling unwell they prefer a parent or family member to comfort them. The nursery is a busy and sometimes noisy environment – key workers will do their very best to comfort poorly children but without doubt, home is the best!

If your child becomes unwell while at nursery, you or the child's emergency contact will be asked to collect them.

Please tell us:

- If your child is ill, they must not attend childcare
- If your child becomes unwell whilst in our care, we will phone to agree a time for you to collect them
- Please tell us if your child has been ill while they are away from nursery
- If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend day care until 48 hours after the symptoms have stopped.
- If you're not sure, please phone us before you bring your child to nursery



Immunisation

As your child will now be mixing with other children, it is important that they are protected and up-to-date with their immunisations. You can access further information about the immunisation schedule at <http://www.immunisationscotland.org.uk>

If you think your child has missed any vaccinations please contact your general practice to arrange an appointment. You can also ask your health visitor for advice.



**Please remember if your personal details change e.g. mobile phone number, it is important to let us know
It is vital that we have up-to-date personal information and emergency contact information**

Administration of Medicine

Should your child require medicine during their time at nursery, you will be required to fill out paperwork to put this in place. Medicines, including nappy creams, must be prescribed by a doctor and labelled with your child's personal details, method of use and dosage. An individual Health Care Plan will then be created for your child for any medicines that need to be retained in the nursery, i.e. an inhaler. You will be required to update your child's health care plan regularly and on an ongoing basis. Your child cannot attend nursery without medication that they may need in case of an emergency i.e. inhalers.

If you have any further questions, please ask Yvonne, Mary or Nadia for further information about this procedure.



Minor Accidents and Upsets

If your child is upset or has a minor accident in the nursery, the first aider for the nursery will administer first aid and offer comfort. Parents will, of course be informed of any accidents when their child is collected at the end of the session. If your child has a head bump while in nursery (any bump from the neck up is considered a head bump, e.g. nose, chi, cheek etc) we will record this and phone you. Please don't be too alarmed by this as it is a usual part of our policy. By letting you know, you can decide if you would like to collect your child, or wait to collect them later in the day.



Head Lice

This is a common occurrence in nurseries and schools. Some people become upset at the thought of lice. It is a great nuisance and annoying, however, it is not dangerous and it is nobody's fault.

Children can get head lice anywhere- on a bus, in the house, playing outside, at school and at nursery. Children have to have treatment applied to their head to prevent the spread of head lice, before returning to nursery.

Staff will be sensitive to feelings, offering advice whilst trying to put it in perspective.

For more information, please click on the following link: <https://www.nhs.uk/conditions/head-lice-and-nits/> Alternatively, please search online for NHS headlice.

Section Four: Health and Wellbeing

Meals and snacks

Children attending nursery on a morning or afternoon session (not a full day) will have either a 'Brunch' or 'Afternoon Tea' depending on their session. This 'enhanced' snack is more substantial than the smaller snack the Full Day children receive. Children have a choice throughout the session as to when they have snack, rather than be stopped in the session to leave and have a lunch.

Allergies can be provided for with the appropriate paperwork form a dietician or GP. No amendments to food provided by the nursery until these forms are provided. Religious diets can be catered for in all snacks and lunches.

Children who attend the nursery for a full day session will receive a hot lunch and a snack in the morning and afternoon.

Children age 3-5 and eligible 2-3 children do not pay for lunches

Children age 0-3 and non-eligible children are charged £1.52 per lunch.

All snacks are free.

GUIDELINES ON BABY FEEDS

To assist us with the safe management of preparing baby feeds we have put the following guidelines in place.

1. We will meet with you on your child's enrolment day to discuss feeding arrangements.
2. A bottle with a cap and teat should be provided solely for nursery use and we will sterilise the bottle as required.
3. Readymade baby milk formula in cartons or bottles should be provided where possible. Alternatively, an unopened tin of formula milk should be brought in for use in the nursery.
4. On arrival at the nursery please inform the staff member when your child was last fed and when the next feed is due. Feeds will be prepared as required.
5. For Health and Safety reasons NO readymade bottles or partial feeds will be accepted.



Tooth brushing Programme

The children are provided with a tooth brush pack when they start nursery which is supplied by the Oral Health Action Team. Children have the opportunity to brush throughout the day. We would appreciate your support during our work. Staff regularly speak to the children about how to look after their teeth and talk about healthy foods. Please can we ask that children do not bring fizzy drinks and sticky sweets to nursery.



No Smoking Policy

It is the policy of Glasgow City Council that all our workplaces, council vehicles, council premises and areas within the premises are smoke-free (please note this also includes smoking in your own vehicle if it is within the perimeter of a council premises i.e. the nursery car park). Vaping is also considered smoking and is also not permitted in the grounds of the nursery.

The nursery will comply with the Smoking, Health and Social Care (Scotland) Act 2005 and the prohibition of Smoking in certain Premises (Scotland) Regulations 2006



NO SMOKING

Birthdays

We enjoy sharing birthday celebrations with the children in the nursery. This is a time when children have the opportunity to share their special day with their friends. We do not allow birthday cakes to be brought into the nursery due to allergies, however, we do celebrate with the children by singing 'Happy Birthday' to your child and having some special treats, i.e. wearing a birthday badge and receiving a birthday card.



Animals

Please note that animals are not allowed in the building, playground or anywhere on Nursery premises without prior consent.



Child Protection

It is everyone's responsibility to protect children. All children have the right to grow up in a caring and safe environment. All adults have a responsibility to protect children.

We all have a 'Duty of Care'.

Helpful numbers:

Social Work	0300 343 1505
Child Protection Line	0800 800 5000
Child Line Scotland	0800 1111
Parent Line Scotland	08000 28 22 33
Women's Aid (Domestic Abuse Helpline)	0808 2000 247
Mankind (Male victims of domestic abuse)	01823 334244

Child Welfare and Safety

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to;
- Ensuring that programmes of health and personal safety are central to the curriculum;
- Ensuring that staff are aware of child protection issues and procedures.
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of the establishment or the person deputising for the head of the establishment. S/He after judging that there may be grounds for concerns regarding the welfare or safety of any child must then immediately advise the duty, senior social worker at local social work services are office of the circumstance



Jimmy Dunnachie Family Learning Centre

EMERGENCY FIRE EVACUATION PROCEDURES

IF YOU DISCOVER A FIRE:

- Staff discovering a fire should raise the alarm by activating the nearest fire alarm call point (*break glass call point*). They should then notify, where possible the Main Office or Head of Centre/Depute Head/Team Leader of the exact location of the incident.
- Upon activation of the fire alarm *Yvonne Graham (or a member of the senior management team in Yvonne's absence)* will contact the emergency services (**DIAL 999**) as necessary using a mobile phone outside the building;
- The fire alarm is: e.g. (**Continuous message 'this is a fire, please leave the building by the nearest available exit'**)

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of building must respond to alarm activations and evacuate the building accordingly. At **no time** should staff, pupils or visitors remain in the building, or return to the building, following an activation of the alarm, until instructed to do so.
- Staff will supervise/assist the evacuation of children/visitors to the designated assembly point(s)
- Children should leave in an orderly and contained way when instructed to do so by the practitioners within the playroom, the designated person in each room/workspace will have responsibility for checking the toilets, kitchen, cupboard, nooks and hiding points are clear while the other staff are ushering the children out of the building, the last person to leave the playroom i.e. practitioner, support for learning worker etc. **must close the door**. Children should then leave & be escorted to the nearest /designated available escape route, exit the building and remain with their practitioners at the assembly point.
- Staff (not with pupils), visitors and contractors must leave the building by the nearest exit and report directly to the nearest assembly point and the Senior Member of Staff responsible *Yvonne Graham (HoC), Mary Shaw (DHoC), Nadia Mathieson (DHoC), Claire Thorburn (TL) Julie Craine (TL)* at the assembly point.
- If a visitor is not in a playroom when the alarm sounds, he/she must evacuate/walk to the nearest assembly point via the nearest marked escape route and report directly to the nearest assembly point and the Senior Member of Staff responsible.



Section Five: The Nursery Curriculum

Curriculum for Excellence

The Scottish Government “Curriculum for Excellence” is based on the four values of:

Wisdom, Justice, Compassion and Integrity

The curriculum aims to provide children with opportunities to become:

- **Confident Individuals**
- **Effective Contributors**
- **Responsible Citizens**
- **Successful Learners**

This framework enables staff to provide a balanced and broad range of activities which are carefully planned to meet the developmental and learning needs of each child.

Staff and children meet regularly to review and plan the broad curriculum and to plan experiences and activities.

There are seven principles on which Curriculum for Excellence is designed and should shape how we deliver our experiences with children:

- **Challenge and enjoyment**
- **Breadth**
- **Progression**
- **Depth**
- **Personalisation and choice**
- **Coherence**
- **Relevance.**









At any time, you can discuss the curriculum with your child’s Key worker.



Pre- Birth to three

Planning for our younger children's learning

Planning for our children under 3s is a vital part of our service. To ensure that positive outcomes for children under 3 are achieved we use the Scottish Executives pre-birth to three guidelines to promote and support the rights of the child, respect, relationships and responsive care. Our aim is to give our youngest children a foundation on which to build and support them at this early stage in their learning journey. The guidelines focus on four key areas to promote learning and development for children aged 0-3. These are:

-  **Emotional Well Being and Social Competence**
-  **Curiosity**
-  **Communication**
-  **Movement & Co-ordination**
-  **Five to Thrive**
-  **Schematic Play**



We also focus on where each child's individual interest is scaffolded by staff.

The curriculum we offer will be accessible to all children, each child's needs shall be included in the curriculum planning and they will have access to all learning experiences.

Children's Progress

Each child's progress is carefully monitored by the staff through observation and assessment. All information is recorded and shared with you informally on a daily basis, at target setting meetings or during individual Parent/carers meetings. Please feel free to ask about your child's progress at any time. If you have any concerns about your child please speak with a member of staff. We have close working links with a range of support agencies e.g. Health Visitors, Speech Therapists and other professionals offering support within the community.



Equality and Inclusion

As Citizens of Glasgow, we are living in an increasingly multicultural society. In accordance with National and local guidelines, we at Jimmy Dunnachie Family Learning Centre are committed to promoting equal opportunities and social inclusion through the delivery of a Curriculum for Excellence and Pre Birth to Three. It is our aim to develop in the children a positive attitude towards peers whose language, religion or culture is different from their own. Every one of our children and parents is valued and we are committed to maintaining our positive and inclusive ethos at all times. Within our establishment we ensure that all our children have equal access to the curriculum and all needs supported to achieve their full potential.

An integral part of the curriculum involves us in celebrations from many different cultures and religions such as Christian, Hindu, Muslim and Buddhist. We also encourage the children to learn about the rich diversity of life, lifestyles, cultures and religions.

Through the curriculum we will promote equality by encouraging children to recognise similarities and respect differences in areas such as culture, religion, race, class, gender and ability. We encourage all children to treat one another with respect. Staff will respond to any discrimination in a fair and sensitive manner and with consideration for each child's stage of development and ability.



Nurture Provision



Within our nursery we already create a safe, stimulating and nurturing environment.

Nurture groups have been in existence since the 1970's with the main focus being on children's social and emotional development. The group works on the foundation of the six nurturing principles, which are embedded within our practice.

1. Children's learning is understood developmentally
2. A safe base for children to be in
3. Nurture is important for the development of wellbeing
4. Language is understood as a vital means of communication
5. All behaviour is communication
6. Transitions are significant in the lives of children

We establish a consistent approach where trust and relationships can develop in a safe environment.

Objectives

As a nursery community we are all committed to nurture and form an inclusive approach to understanding nurture and its purpose. In Glasgow we listen to children, as they have the right to be consulted in matters affecting them and have their views considered. Nurture sets individual targets for every child. This step by step process will follow a pathway of discussion and planning with the child and their family to establish clear and manageable expectations.

Success Criteria

To meet the individual needs of the children.

For children to feel safe.

For children to be given the support, care and time they need to achieve their own individual targets

For children to learn how to manage their emotions throughout a wide range of social experiences to prepare them with the skills they will require in later life.

To make parents/carers feel included and want to be part of their child's nurture journey.

Section Six: Partnership working

Working Together to Support Learning

Parents/carers are encouraged to discuss their child's progress with their keyworker, their views and comments are valued by staff. Information provided by the parents/carers about their child's home life, experiences and overall development is vital as it enables staff to ensure that we meet each child's individual needs while complimenting and extending their knowledge which the child has gained at home.

Supporting Children

Supporting children if a child shows any signs that they may need Additional Support for Learning (speech, hearing etc). The child's Key Worker will discuss with you the possible ways in which we can help and will ask your consent before seeking input from outside agencies. You, the parent/carer can of course refer your own child via their health visitor or GP. Children with specific educational needs are included in the playroom with the other children and if required will receive support to enable them to participate fully in all activities.

Sharing Information

At Jimmy Dunnachie Family Centre, we have excellent supportive relationships with many other agencies. We all work together to help each individual child reach their full potential. Some of the agencies we engage with are:

- Health visitors
- Speech and Language Therapists
- Integrated Children's Services
- Physiotherapists
- Social workers
- Occupational Therapists
- Psychological Services
- Specialist Support Teachers
- Community Paediatricians
- Child- Smile Team

We know that this may be new information to you, so please come and speak to us if you have any questions.

Getting It Right For Every Child (GIRFEC)

“Getting it Right for Every Child” (GIRFEC) is the national guidance in Scotland that we use to improve outcomes and support the wellbeing of children within the nursery.

You may see this information around the nursery or hear this term being used if we link with other agencies such as Speech and Language Therapy, Health Visitors, Physiotherapy, Community Paediatrician and Educational Psychologist.

At Jimmy Dunnachie Family Learning Centre, we have our own Link Educational Psychologist, Lauren Middlesworth and our own link Speech and Language Therapist, Lynette Crombie. Lauren and Lynette are available for advice and support whenever needed. Please ask us if you would like more information.

The GIRFEC approach ensures you are involved with any processes or decisions that may affect your child.

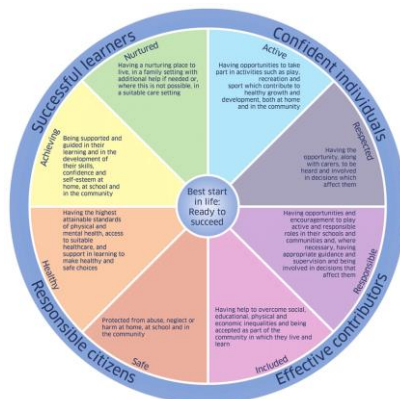
GIRFEC focusses on eight wellbeing indicators and you may hear us refer to them while supporting your child in nursery.

The Wellbeing Wheel below shows the indicators:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

Please ask at the nursery if you would like any more information or click the following link for more information: <https://www.gov.scot/publications/getting-right-child-understanding-wellbeing-leaflet/documents/>

Alternatively you can search online for ‘GIRFEC understanding wellbeing leaflet’.



Claire Thorburn is the Additional Support for Learning Co-ordinator for this establishment and parents/carers are welcome to speak with Claire with any queries you may have.

Staged Intervention

When we provide additional support for learning for a child, we work closely with you, the parent/carer to discuss this. You may identify to us that you have concerns or need further advice, or we may ask you more about your child's development. This is a normal part of our role and how we support children to learn and develop.

We use 'staged intervention' paperwork when we have had these discussions. This simply means that we can record and track the progress of your child to ensure we are providing the correct kinds of support. This is known as a 'needs basis'.

At **stage one**, we will provide additional support within the playroom. This may be all that is needed and your child can be removed from stage one.

When we review this together after a month or so, we will decide if support and guidance is needed from within education services and set some joint learning targets on our **stage two** paperwork. This may be all that is needed and as we review again after a month, we may decide that no further intervention is required.

If further intervention is required at this time, together we can request support from any other agency that you/we think may support your child. With the addition of a referred agency, the paperwork would change to a **stage three** (support from within Education) or a **stage four** (support from outwith Education, e.g. Health).

Parental Partnership

Our Aims

- To make all parents/carers and families feel welcome at the centre.
- To respect each parent/carer as an individual.
- To encourage parents/carers to take an active interest in the life of the centre.
- To foster mutual understanding and trust between parents/carers and staff.

Working with You

All centre staff are committed to working with you and your child to ensure experiences of The Jimmy Dunnachie Family Learning Centre are positive and reflect requirements.

We are committed to keeping you informed about your child's day and progress at the centre.

Our centre upholds an open-door policy and should there be any problems or difficulties which you would like to discuss privately, we will listen and offer what advice or help we can.

Working Together to Promote Positive Behaviour

The nursery staff aim to support children to self-regulate emotions, support children to express themselves appropriately and offer a nurturing approach at all times. By developing 'Golden Rules' WITH the children, we can support them in learning that rules are made with safety and consideration of others in mind.

We actively discourage the use of the word BAD in the centre; we do however on occasions have to deal with difficult or distressed behaviour and or tantrums.

Our method of response to this type of behaviour is – ignore where safe or possible and distract if appropriate.

If distressed behaviour was a regular occurrence we would of course discuss it with you in order to resolve this.

We actively engage in the PATHS (Promoting Alternative Thinking Skills) Programme in our 3-5 room and this can reinforce the same positive message.



Section Seven: The Wider Community

The Wider Community

The Family Learning Centre works closely with many community agencies endeavouring to achieve positive professional services for all client groups.

The centre is part of Hillpark Learning Community which effectively means Early Learning and Childcare, Primary and Secondary establishments working together for the benefit of children's learning.

Members of the Hillpark Learning Community:

Secondary

Hillpark S/S

Primary

Cleeves P/S

Gowanbank P/S

Ashpark P/S

Darnley P/S

Darnley VIU

Merrylee P/S

Tinto P/S

Pre-Five

Shaw Mhor N/S

Eastwood N/S

Jimmy Dunnachie FLC

Burnbrae C/C

Limetree D/N



Other nurseries and groups with whom the centre has close liaison with:

- Thornlaw Nursery:
0141 638 3176
- Butterfly Nursery:
0141 638 8597
- Linthaugh N/S:
0141 883 7105
- Craigbank N/S:
0141 881 9720
- Lyoncross N/S:
0141 882 2172
- Woodacre N/S:
0141 881 3068
- Pollok C/C:
0141 882 7773
- Rosshall N/S:
0141 882 3605
- Crookston E Y:
0141 883 6094
- St Angela's N/C:
0141 638 9646
- Ashpark P/S:
0141 638 6135
- Penilee N/s:
0141 882 7605
- Arden Community Hall:
0141 620 1190
- Community Police:
0141 532 5697
- Get Cooking, Get Shopping
0141 276 4653
- Storytelling Village:
0141 334 6978
- Community:
0141 276 9329
- Action Team Glasgow Life:
0141 276 8770





Glasgow City Council Education Services Privacy Statement

As the local authority our schools and early years establishments process information about children and young people in order to help administer education and care. In doing so we must comply with the Data Protection Act (1998).

This means (amongst other things) that the data held about children and young people must only be used for specific purposes allowed by law. The following information explains the types of data held, why that data is held, and to whom it may be passed on.

Types and use of data

Data held by schools and educational establishments includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, additional support needs and any relevant medical information.

Our data includes information about individuals for whom it provides services, and the details of services provided. This data helps us:

- support learning and teaching
- monitor and report on progress
- provide appropriate pastoral care
- assess how well the school/establishment and Council are doing as a whole
- monitor progress and develop good practice in the services received
- carry out specific functions (such as social care)
- to evaluate and develop education policy and strategies

In addition, we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law.

We also hold information about parents/carers, emergency contacts etc. that is provided in the annual data check. This allows us to carry out the Council's functions as the education authority and may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy.



Data rights and access

As a data subject (or the parent of a data subject), you have certain rights under the Data Protection Act, including a general right to be given access to personal data held by any data controller.

The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. If you are a parent of a child younger than 12, you would normally be expected to make a request on their behalf.

The Council may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

The Freedom of Information (Scotland) Act 2002

The freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: The Scottish Government and its agencies; Scottish Parliament; local authorities; NHS Scotland; Universities and further education colleges and the Police.

Public Authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision making;
- The reasons for decisions made by it.

The legal right of access includes all types of “recorded” information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Further information is provided on the Glasgow City Council web-site:

www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

Internet facilities are provided at all Glasgow City Council Public Libraries and real Learning Centres.

Data Protection Act 1998

Information on children and young people, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the establishment.



Suggestions and Complaints

We are always committed 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: Yvonne Graham.**

If the Head of Centre is unable to resolve the issue to your satisfaction, you should contact our Customer Liaison Unit who will:

- Take a neutral stance in fully investigating your complaint;
- Acknowledge receipt of your complaint within five working days;
- Give a full written response within a further 10 working days, unless another timescale has been agreed.

The Customer Liaison Unit can be contacted by phone or email:

Phone: 0141-287 5384

Email: education@glasgow.gov.uk

Customer Liaison Unit

Education Services

Glasgow City Council

City Chambers East Building

40 John Street

Glasgow G1 1JL

Or you can search for GFIS online where you will be directed about how to make a complaint. Alternatively, you can follow this link: <https://www.gfis.org.uk/Pages/Show/5>

Or contact

Care Inspectorate

60 Castle St,

Hamilton

ML3 6BU

Telephone number: 01698 897800

Care Inspectorate Officer: Annemarie McGinn

You have the right to contact any of the above in the first instance.

Inspection

Our centre, like any other child care and education service is subject to regular and thorough inspection by:

1. SCSWIS (Care Commission).
2. HMIE (Her Majesty's Inspectorate of Education).
3. Glasgow City Council; Quality Assurance.

These inspections take into account all aspects of care and education taking place within our establishment and ensure professionalism and continuity throughout.

- Some examples being:
- Well managed service.
- Access to resources.
- Equality and fairness.
- A safe environment.
- Quality of experience.
- Support and development

Inspection reports can be accessed on line, hard copies are available from reception.

For purposes of registration our number is: CS2003014889

This number is required for tax credit applications.

Contact Information

Care Inspectorate

4th Floor 1 Smithhills

Street

Paisley

PA1 1EB

Telephone: 0141 0345 600 9527

e-mail; enquires@careinspectorate.com

Useful Addresses

Social Care and Social Work Improvement Scotland

Europa Building

Ground Floor

450 Argyle Street

Glasgow

G2 8LG

Telephone Number - 0141 242 0391

Fax 0141 242 0425

Useful addresses:

You may wish to be aware of the following names, addresses and telephone numbers:

Douglas Hutchieson, Executive Director of Education

Phone: 0141-287 5758

Heather Douglas, Early Years Service Manager

Phone: 0141-287 4493

Email: heather.douglas@education.glasgow.gov.uk

Glasgow Family Information Service

A service for parents, carers and professionals giving access to a range of high-quality information about early learning and childcare services in Glasgow:

Phone: 0141-287 4702

Email: CBSEarlyYears@ced.glasgow.gov.uk

Web: www.gfis.org.uk

Nicola Sturgeon MSP

Suite 298

3rd Floor

93 Hope Street

Glasgow

G2 6LD

South West

Social Work Services

Rowan Business Park

Ardlaw Street

Glasgow

G51 3RR

Tel.: 0141 276 8840

Out of Hours: 0800 815505

Queen Elizabeth University Hospital

Govan Road

Govan

Glasgow

G51

Tel.: 0141 201 1100

Thornliebank Health Centre

20 Kennishead Road

Thornliebank

Glasgow

G46 8NY

Tel.: 0141 531 6999

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:

- before the commencement or during the course of the establishment year
- in relation to subsequent establishment years

Thank you for taking the time to read this information

Yvonne and Team Jimmy's.

Appendix 1 – Local Area Map



Appendix 2 – Nursery Excursions – Insurance Cover

In section 3 of the Parent/Carer Consent Form you are required to sign a declaration stating that you understand the extent and limitations of the insurance cover. Please find detailed below the cover provided under the City Council's school excursion policy.

The policy for personal accident applies to pupils or voluntary adult helpers and provides cover for bodily injury or death resulting solely and directly from accident caused by violent and visible means.

Personal Accident

	Benefits	
	Pupils	Adults
Death	£10,000	£5,000
Loss of one or more limbs or one or both eyes	£10,000	
Permanent total disablement from gainful employment or occupation of any and every kind	£10,000	£5,000

Baggage/Money

Persons insured: Any person participating in an education excursion

Limits:

Each pupil	Baggage	£200
	Money	£25
Each adult	Baggage	£4,000
	Money	£2,500

If you wish to discuss the above or any other aspect of insurance cover please contact Yvonne