

Balmedie School Nursery Family Handbook



2020 to 2021



Balmedie School, Forsyth Road,

Balmedie, AB23 8YW

Tel: 01358 281105

Potterton Community Centre, Laingseat Road,

Potterton, AB23 8UE

Tel: 01358 743335

Welcome

Welcome to Balmedie School Nursery, we hope that you and your child enjoy your time with us, and we look forward to getting to know you.

We currently offer 900-hour entitlement to all children in both settings and the daily session times are as follows:

Balmedie AM: 8am to 12.30pm

Balmedie PM: 12.45pm to 5.15pm

Potterton: 8.45am to 1.15pm

We provide a soft start in the Balmedie morning session so children can be dropped off between 8am and 9am, and similarly at the end of the day children can be picked up between 4.10pm and 5.15pm.

In Potterton children may be picked up between 12.45pm and 1.15pm.

Nursery Staff

School Head Teacher:

Mr. Douglas Ford

Early Years Senior Practitioner:

Miss Michelle Smith

Early Years Lead Practitioner:

Mrs. Emma Kemp

Early Years Lead Practitioner (P/T):

Mrs. Connie Adam

Early Years Lead Practitioner (P/T):

Mrs. Elaine Reid

Early Years Lead Practitioner:

Mrs. Jenny Gallacher (Potterton)

Early Years Practitioners:

Miss. Connie Milne

Mrs. Kirsty Webster (P/T)

Mrs. Elaine Nicol (P/T)

Miss Gemma Isaac

Miss Amy Willox

Mrs Karen Main (Potterton)

Our Staff Team



Michelle Smith
EYSP



Emma Kemp
EYLP



Connie Adam
EYLP



Elaine Reid
EYLP



Connie Milne
EYP



Elaine Nicol
EYP



Gemma Isaac
EYP



Amy Willox
EYP



Kirsty Webster
EYP



Jenny Gallacher
EYLP (Potterton)



Karen Main
EYP (Potterton)

Keyworker System

Each child will be allocated a member of staff to be their Key Worker. The Key Worker will ensure your child is settled in nursery and build a strong relationship with them, getting to know them, their interests and skills. The Key Worker will be your main point of contact if you have any queries or concerns about how your child is getting on in nursery and every term you will have a meeting, or phone call, to discuss your child's progress and to set a target for that term. You will be informed after a couple of weeks of your child being in nursery who their Key Worker will be as we will make this decision based on which member of staff your child is naturally drawn to.

Arrival and Departure

Due to the Covid-19 guidance we have had to adapt the procedures for dropping off and picking up children in both settings. To reduce the risk of cross-contamination of infection we cannot have visitors inside the nursery building and this includes parents and carers. So, for the time being we are asking you to wait outside by the 2-meter distanced cones and encourage your child to come into nursery with the member of staff who will greet them at the door/gate.

In Balmedie we have two drop off and pick up points, the main front door and the back gate by the nursery garden. You will be informed of which is your child's entrance area during the induction process. If you are collecting your child outside the normal session times, please come to the main front door and ring the buzzer.

In normal circumstances you will sign your child in to nursery and out again, and also note who is planning on picking them up, however staff are currently filling out the sheets with this information so eliminate any cross contamination.

In Potterton parents and children should enter by the main community centre door on. The inner door is locked at all times so please use the bell to alert staff of your presence. Please be patient at this point as staff will come and answer the door but the children will always be their priority.

Both settings have a cloakroom area where you can change your child into indoor shoes ready for the session. Please hang up your child's outdoor clothes and welly boots ready for them to access when they want to go outdoors to play. The children will wash their hands, place their snack card on the snack board and they can then go off to free play.

Parents should let a member of staff know if anyone different is collecting their child and complete this information on the clipboard on the table in the nursery entrance. Staff will be available to talk about any aspect of your child's development and learning at the start or end of session or at an alternative time by prior arrangement. Due to

the very short turn around now between the morning and afternoon sessions in nursery **ALL** children must be picked up by **12.30pm morning sessions and 5.15pm afternoon sessions**. Please make sure you or the person collecting your child is on time.

Snack fees:

A healthy snack is provided every session. The menu is displayed each week in the cloakroom area of the nursery corridor and is chosen by the children using the *Grow Well* choices and *Setting the Table* guidelines. We would appreciate any new ideas you or child may have for the snack menu. **There is a charge of £0:50 per session for snack**. You can pay weekly on a Monday or termly at the beginning of term. You will receive a note of how much you need to pay, and you can pay by cash or cheque made payable to 'Balmedie School Nursery'. If your child has any special dietary requirements or allergies please let us know through the induction forms, and we will speak with you about what this may mean for your child at snack time.

Absences:

If your child is going to be absent, for any reason, please let the nursery staff know, or telephone the nursery on the day. Please note that if your child has vomited or had diarrhoea, they must stay away from nursery until **48 hours after their last bout of illness**.

The Nursery Rules

We can be kind.

We can share.

We walk inside.

We can help each other.



Behaviour:

Rules are in place to ensure that all children enjoy a safe and stimulating environment where positive behaviour is promoted, and children are encouraged to think of others as well as themselves. If there are problems, we will deal with them sensitively and discuss this with you at an early stage.

Behaviour in the nursery is developed and supported through a restorative practice. Young children learn by example and watching others. They will be supported in the nursery when required and a member of staff will talk through what has happened, who has been hurt and what we should do now and how we can do things differently next

time. Please speak to the nursery staff if you have any concerns about your child's behaviour.

Nursery Sessions:

The children will be involved in a range of activities daily. The white board in the foyer area shows what things we are doing each week. Notifications for specific day's focus are displayed in the cloakroom, for example, outdoor day.

We try to ensure that all groups receive the same opportunities in both Balmedie and Potterton.



After washing their hands and placing their snack card on the snack board, the children can go off to free play. At the end of the session the children and staff tidy up together and then share a story. We have book of the week and over the week we find different ways of telling the story, for example, using puppets or role play.

There are a number of learning areas in the room and resources are changed regularly and are child led. If you want to look at the learning potential of each area there are laminated sheets linking play to outcomes of the Curriculum for Excellence.

Children should have suitable outdoor footwear and waterproof clothing every day. We encourage the children to spend time outside on a daily basis and provide a wealth of opportunities for literacy, maths and physical skills in the garden areas. There are weekly outdoor days when all children and staff spend time in the local woods, exploring and learning about nature as well as developing physical and social skills in the outdoors. Please speak to nursery staff in advance if you have any concerns or ideas for where we can spend time outdoors.



Our curriculum is constantly changing, new resources purchased and staff training ongoing to meet the needs and interests of our children. If you have any other ideas, please either speak to a member of staff or put it in the suggestion box.

Snack Time:

The children have a self-serve snack on a free flow basis. What this means is that snack is made with help from the children and set out on a table with visual prompts and cues for the children to help themselves. They are encouraged to look at the numbers/count the dots and using tongs and spoons transfer items to their plate. They are also encouraged to pour their own milk or water at the table. Snack is a social time and we encourage children to taste new foods, snack is open 9.30-11am/1.30-3pm approximately. We learn about different foods from around the world and children bake something for snack time weekly.



We recognise birthdays with a home-made cake, birthday card, a special birthday hat and badge to help your child feel special on their birthday. We also sing the birthday song with our 'fake' cake. We cannot accept home baked or shop bought cakes due to pupils with allergies, and our status as a Health Promoting School.

Clothing:

Please provide gym shoes (no crocs or slippers due to safety issues) to wear inside. Children also need suitable clothing for outdoor play and our Outdoor sessions in the woods. It would be useful to keep a change of clothes in your child's nursery bag for any little accidents - sometimes due to spilt drinks or enthusiastic water play!

Toileting:

We encourage children to go to the toilet unaccompanied so please dress your child with this in mind. Please talk to a staff member if you feel that your child requires any support with toileting.

The Curriculum:

We follow the National Curriculum for Excellence which starts at age 3 and progresses to 18. The purpose of the curriculum is to improve our children's life chances, to

nurture **successful learners, confident individuals, effective contributors and responsible citizens**, with the child at the centre of the learning.

Nursery and Primary one children work towards the Early Level of the Curriculum for Excellence. It is divided into different areas, but learning is often across more than one area.

To find out more about our Curriculum please talk to a member of staff or The Curriculum for Excellence can be found here:

<https://education.gov.scot/Documents/All-experiencesoutcomes.pdf>



Learning Journals:

Learning Journals have been developed in the nursery to capture learning and skills developed by the children. This will involve staff photographing the children as a record of their achievements and these will be shared with parents on a regular basis. Throughout the year the journal observations will build a picture of your child's development and achievements. Once your child is registered with the nursery you will be given a unique registration code for the Learning Journal app and through this you can view the observations uploaded by the nursery staff and you can also upload photos of achievements from home.

Nursery Outings:

These are a great opportunity to develop learning across the curriculum. Our outings are always carefully planned and well supervised. We do require parent helpers for these to go ahead. You will be provided with information well in advance of any planned trip.

Partnership with parents:

We use the nursery notice boards to keep you informed as best we can. You will also receive a nursery newsletter each term. There are opportunities to share a session with your child - a calendar of is usually available within the cloakroom, and when we require adult helpers to support activities and outings this will be written on the whiteboard. So please have a quick read for new information each time you come into nursery. Nursery staff are available at the beginning and end of sessions to discuss any aspect of your child's development or out with these times by prior arrangement. Nursery parents are eligible to serve on the FOBS (Friends of Balmedie School) committee if they wish and will be made welcome at all their activities.

First Aid:

The Early Years Practitioners are trained in First Aid and will treat minor injuries if they occur. If further treatment is required, we will contact you or your emergency contact. **It is essential that we have up to date telephone numbers.** If it is not possible to make contact, staff will take whatever steps are necessary to provide emergency medical attention.

Medication:

Please discuss any medical needs with staff who will give advice on procedures. If your child has been unwell, please think carefully before bringing him or her to Nursery.

School Links:

We maintain close links with neighbouring schools and ensure that the Primary 1 teachers have the opportunity to meet their new pupils in Nursery. Children's records are passed on to the appropriate schools.

Head Lice:

You are asked to check regularly for signs of head lice - information booklets are available in the school office. If you do find head lice, please let the Nursery know.

Dental Checks:

The community dentist, based in Ellon, carries out dental inspection of Nursery children. Parents will be advised of the outcome, but no treatment is given without written consent from parents.

Equal opportunities:

The Nursery is committed to providing equal opportunities for all. our Equality Policy has been drawn up in consultation with parents and is available in the policy folder.

Aberdeenshire Council Zero Tolerance:

Aberdeenshire Council is committed to providing employees with a safe environment in which to work where violence, aggression, bullying and harassment are not tolerated.

Insurance:

Aberdeenshire Council holds third party liability insurance. Please note that this does not provide automatic compensation in the event of a personal accident and parents, if they feel it appropriate, should make their own arrangements.

Child Protection:

Schools are now required to report if we think any child has come to harm as a consequence of possible abuse or neglect. Each Aberdeenshire school has a Designated Officer appointed to be responsible for Child Protection matters and is specially trained for the task. Should you wish to discuss any issue of Child Protection and the safety of children, please feel free to contact the Head Teacher.

Where there is a possibility that a child is at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police or the Reporter and under these circumstances, the parent would normally be informed.

Details of procedures can be found in the Child Protection section of the Nursery Policy folder.

The Children's Charter and National Guidance for Child Protection in Scotland 2014 can be found and read online or please ask a member of staff if you wish to see this documentation in nursery.

<https://www.gov.scot/Resource/0045/00450733.pdf>

<https://www.gov.scot/Resource/Doc/1181/0008817.pdf>



Data Protection:

Information held on file and our computer system is subject to the Data Protection Act (GDPR) and will not be released to unauthorised personnel. All staff must complete the Aberdeenshire Councils GDPR Training on ALDO and this requires regular refreshing. From time to time press photographs are taken of children engaged in special events or activities. Children will only be photographed if parents have given permission. Forms will be issued when your children are admitted to Nursery in the form of a consent booklet.

Nursery Policies:

All our policies, with details of practise and procedures, are available in a folder in the nursery office for staff and within the parents' area for you to read. Please ask staff if you wish further details of any aspect.

We hope that both you and your child/ren will enjoy your nursery experience here at Balmedie School Nursery.

