



HOLLANDBUSH NURSERY HANDBOOK 2022-2023



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Our Contact Information

Mrs Kirsty Esplin – Head of Establishment

**Hollandbush Nursery
Irvine Terrace
Hamilton
ML3 8BL**

Email: gw14hollandbushnuof@glow.sch.uk

Tel: 01698 284005

**The nursery is open 52 weeks a year
Monday to Friday 8.00am to 6.00pm.**

**The nursery can accommodate for 106 children aged between 3-5 years.
We also accommodate for 20 children aged 2-3years.
Our staff child ratios are set by the local authority in line with National Standards and Guidance.**

**The staff- child ratio for 3-5years is 1:8
The staff- child ratio for 2-3 years is 1:5**

Core sessions are:

Morning session: 8-12.35pm

Afternoon session: 1.00- 5.35pm

2.5 days: 8.45-4.10pm

Full time: 8-2.00, 8.30-2.30, 8.45-2.45

We also provide extended hours to parents at a charge of £3.45 per hour. Contracts are completed with parents when they start in the nursery and hours to cover lunches etc are discussed at these times.

Dear Parent/Carer

Welcome to Hollandbush Nursery, we hope that you and your child will have a happy and enjoyable time with us. The nursery staff team and I look forward to sharing with you the most precious and important early years of your child's life.

The purpose of the nursery handbook is to pass on information to parents/carers about various procedures that will help your child's placement run smoothly. Please read this handbook and keep it safe so that you can refer to it in the future. If there are any questions or queries, please speak to your child's keyworker.

If at any time there is a matter you wish to discuss, please contact the Head of the Nursery, Kirsty Esplin or the Depute Head of the Nursery, Natalie Dalbeck who will be pleased to speak with you.

I look forward to meeting with you.

Kindest Regards

Kirsty Esplin

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1. Hollandbush Nursery aims

- Provide a high-quality childcare service within a happy, stimulating, safe environment for children, parents/carers and staff where everyone is encouraged and supported to reach their full potential.
- Provide the opportunity to design and deliver a curriculum, where our children will lead their learning and our staff will provide meaningful experiences, which reflect children's interests within stimulating spaces both indoors and outdoors. The curriculum will encompass the values, capacities and principles of Curriculum for Excellence and take into account individual children and their development.
- Provide a curriculum which allows children to reach their full potential through: New experiences, which inspire curiosity and investigation and encourages active learning.
- Recognising that the whole child is important and that social, emotional, physical and intellectual development are inter-related.
- Experiences and activities that are provided in a variety of environmental settings.
- Recognising what children are able to do and not what they cannot do. To use observations and assessment procedures tailored to their individual needs by building on their existing skills.
- Provide flexible service to accommodate the needs of the children and their families and to develop partnerships with parents by sharing information and encouraging involvement within the establishment. To work in partnership with other agencies to support children and families using the establishment.
- To ensure a quality service through monitoring, promoting staff development and equal opportunities for all the users of the nursery.

1.1 Our Vision

“Together we can and we will provide the highest quality of care and education for our children and families”

Hollandbush Nursery is non-denominational and all children are allocated places using South Lanarkshire Councils Early Learning and Childcare Admissions Procedures

2. Meet the staff

We are a team of enthusiastic professionals who are positive role models to our children and work collaboratively together to achieve the best outcomes for all our children.

Head of Establishment	Kirsty Esplin
Depute Head	Natalie Dalbeck
Team Leader	Alison Allison
Early Years Worker	Eunice Kent
Early Years Worker	Karen Watson
Early Years Worker	Lisa Campbell (Thursday and Friday)
Early Years Worker	Gail McGuinness (Monday, Tuesday and alternate Wednesday)
Early Years Worker	Jan Hunter (Thursday and Friday)
Early Years Worker	Karen Graham (Monday, Tuesday and Wednesday)
Early Years Worker	Stacey Payne
Early Years Worker	Lynsey Dollin (Monday, Tuesday and Wednesday)
Early Years Worker	Alexandria Lawson
Early Years Worker	Allison Gribbon (Monday, Tuesday and Wednesday AM)
Early Years Worker	Cheryl Bradley (Monday, Tuesday and Wednesday)
Early Years Worker	Chloe McPhee
Early years Worker	Christina Nikolakopoulou
Early Years Worker	Jenna Coats (Wednesday, Thursday, Friday)
Early Years Worker	Megan Frost
Early Years Worker	Megan Glen
Early Years Worker	Poppy McDade
Early Years Worker	Rachel McCready (Thursday/Friday)
Early Years Worker	Robyn Coventry (Wednesday pm, Thursday and Friday)
Early Years Worker	Lynne McKie
Early Years Worker	Morgan Airlie
Early Years Worker	Ravi Jethwani
Early Years Worker	Michelle Robertson
Early Years Worker	Hollie Menzies (Thursday/Friday)
Early Years Worker	Kirsty McWilliams
Early Years Support Worker	Stacey Shanks (Monday, Tuesday, Wednesday am)
Early Years Support Worker	vacant
Early Years support Worker	vacant
Early Years Support Worker	Qubra Akbar
Modern Apprentice	Ria Campbell
Modern Apprentice	Ellie Sharpe

Educational Psychologist

Kelton Green

Specialist Support Teacher

Sharon O'Rafferty

Clerical Support Assistant

Julie Wilson

Support Assistant

Alessandra Carlini

Support Assistant

Alyssa McCusker

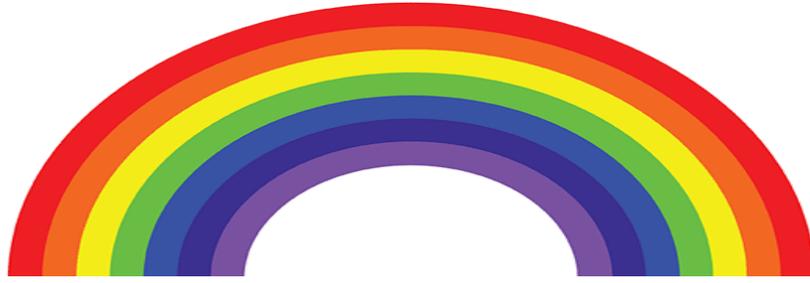
Support Assistant

Stacey McNaught

Facilities Assistant

Katy Brown

Throughout the year we are fortunate to have Teaching and NC/ HNC Students,
And Foundation Apprentices on placement with us.



3. Coming to Nursery

3.1 Admissions

South Lanarkshire Council operates an Admissions Policy. Priority is given to families as explained in the Admissions Policy.

Once you have applied for a place with us we hold your application within our files and your children will be considered for a place during our admissions meetings. All applications are considered at our May admissions meeting which is now done centrally at Head Office.

Date of birth relevant intake

Children are no longer taken into nursery in intakes. All children will start their government-funded place the Monday after their 3rd Birthday. This is in-line with the Free at Three Government legislation. If your child turn 3 from the 1st March-end August you will be included in intake 1. If your child turns 3 by the 1st September -end Feb then the will commence nursery the Monday after their 3rd Birthday.

3.2 Nursery Charges

Children in the 3-5 room and eligible 2-year-olds are entitled to 1140hours of funded Early Learning and Childcare, anything **additional is a £3.45 per hour charge**. When your child starts at nursery, you will be required to complete a contract. You will need to decide if your child will be attending the nursery during school holidays. Based on your decision, you will complete the appropriate contract for the number of weeks you require. Payments (if applicable) must be kept up to date as detailed in your contract. **If payments are not kept up to date, the nursery reserves the right to remove your additional hours.**

You may qualify for exemption of charges based on your personal circumstances. **The exemption to Nursery Charges form is now available on the Council Website as follows:-**

https://www.southlanarkshire.gov.uk/forms/form/362/en/early_years_exemption_of_charges

The Exemption of Charges Form only available online and is designed to give clear guidance to all parents/carers, on the exemption criteria.

It is important that this is completed within two weeks of receiving the form or charges may be incurred.

Please note – **fees are not collected within the nursery.** When completing your contract. You will now pay Nursery Fees through our parent pay system.

4. Snack/Lunch Time

We aim to encourage a positive attitude towards healthy eating and while your child is at nursery. Your child will have the opportunity to access water/milk throughout the nursery session and will be provided with a healthy snack. We operate a free flow snack system whereby children come to snack at a time of their own choosing to help encourage independence. Nursery staff sit with children while they eat and provide a good role model for healthy eating.

Dietary requirements are taken into consideration.

We serve lunches to those children who attend full day sessions, and we promote a happy, social occasion for the children.

A copy of the lunch menu can be found on the school app.

Please note that staff are trained in 'Food Hygiene' and 'Cook Safe' programmes.

5. Settling In

Each child is an individual therefore the length of time taken to settle can vary. You will be asked that you, or a familiar adult, attend the nursery for at least three days and up to a week if necessary. Your child will stay for one hour on the first day and gradually increase this time over the week.

This 'settling-in' period is important as it allows an opportunity for you to become more familiar with the staff, to discuss your child's likes and dislikes and to ask any questions you may have. It is also extremely important that your child becomes comfortable and secure in his/her new environment at an appropriate pace – with you, near at hand, should he/she become upset. Even if your child has attended another nursery in the past, you will still be required to follow the settling in procedure as your child will not be familiar with the new staff team and the nursery setting. We would also ask that you help your child by talking about the nursery, explaining what will happen and when you will be back to collect him/her.

If your child is not yet toilet trained before they commence nursery, then please speak to your child's keyworker and we can work on this together to achieve this developmental milestone.

6. Dropping off and collecting children

If someone other than the person/s stated on the enrolment form 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 and on arrival, this should be used.

Personal Care Plans are carried out during enrolment, and these include all relevant information about you and your child and are updated on a regular basis to record any significant changes in the lives of you and your child. This is a working document and will tell a story about your child. We also use this to set learning targets for your child and invite you to also set learning targets.

Normal nursery sessions are between the hours of **8 and 12.35** or **1.00 and 5.30pm**. **If you require a change in pattern of attendance then this is put into writing and approved through central admissions. Hours may vary for children who attend full time or 2.5days.** In order to be involved in the full daily programme, it is important that your child attend for the entire session. Parents/carers should arrive at the start time of the session and will not be permitted into the foyer area any earlier than ten minutes before the end of the session. Please be vigilant to pick up times. Morning session children to be picked up for 12.30 am and afternoon session children to be picked up before 5.30 pm. Thank you for your co-operation in this matter.

No person under the age of 16 can bring or collect a child. Please note that this

is a legal requirement.

For reasons of safety, all drivers are advised that a car parking space should be used. **Please do not park on the first 2 disabled bays at the front of the entrance unless you have a certified badge** but please use the other 3 disabled bays as we do not require them.

7. Attendance

We encourage children to attend regularly so that they can make best use of the opportunities being provided by the nursery. Should your child be unable to attend it is important to contact the nursery as soon as possible to let us know the reason for their absence. Can you please telephone the nursery before 9.30 am or 1.30 pm. If, after these times, no contact has been made, the nursery will call you, then your emergency contacts until contact has been made.

South Lanarkshire Council have a policy in place that requires the nursery to attempt to make contact with Parents/Carers of absent children to ascertain the reason for absence on a daily basis.

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 wherever possible apart from illness. Routine and consistency is crucial in allowing your children to feel settled and secure in nursery and allows for full access to the educational experiences on offer. If you are having difficulty in bringing your child to nursery, please speak to Natalie 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. There should be a 48-hour period between the last incidences of sickness and/or diarrhoea before your child returns to nursery. If you are unsure as to whether your child is well enough to attend, please phone us before bringing them to nursery.

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

The nursery is open 52 weeks of the year. Details of public holidays and in-service days are available on South Lanarkshire Councils website, but it is also important to look out for signs and we regularly provide dates for your diary on our monthly newsletters and through the school app.

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

8. Sharing Information

At Hollandbush Nursery, we have good 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

If we feel your child would benefit from some additional support from another agency, we would speak to you about this and complete Staged Intervention and a 'Request for Assistance' form. You will also be asked to complete an Information Sharing Protocol in order for any information to be shared out with Education. This allows us to speak to other agencies on your behalf. If you have any questions or queries about your child, please speak to a member of the management team or their key worker.

Natalie Dalbeck (Depute Head) is the Additional Support Needs Co-ordinator for Hollandbush Nursery and parents/carers are welcome to speak with her at any time about queries you may have about your child and their development.

9. Child Protection Getting it Right for Every Child (GIRFEC)

All staff have a duty to keep children safe and to protect them from abuse and neglect or potential abuse or neglect. Staff follow inter-agency guidelines issued by South

Lanarkshire Council's Child Protection Committee and we work closely with other agencies including Social Work, Health, Police, Housing and Women's Aid.

Natalie Dalbeck (Acting Head of Establishment) is the Child Protection Co-ordinator for this establishment, in her absence the Child Protection Co-ordinator is Rebecca Murray (Acting Depute Head). Parents and carers are welcome to speak to Natalie or Rebecca if they have any concerns.

Helpful Numbers:

- Police Scotland (South Lanarkshire) 01698 202 536
- Family Protection Unit
- Social Work (Brandon Gate, Hamilton) 01698 455400
- Burnbank Family Centre 01698 458832
- Child Protection Line 0800 800 5000
- Women's Aid (Domestic Abuse Helpline) 0808 2000 247

GIRFEC is the Scottish Government's drive to improve outcomes for all our children. The aim is that all children in Scotland are given every opportunity to develop to their full potential to become confident, responsible, and productive members of society. Curriculum for Excellence refers to this as the four capacities, which aim to enable every child to become a **successful learner, confident individual, responsible citizen and effective contributor**.

In order to meet these goals, an agreed definition of wellbeing has been created.

SHANARRI



The acronym of SHANARRI is formed from the eight indicators of wellbeing:

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

All of these wellbeing indicators are necessary for a child to reach their potential. They are used to record observations, events and concerns and as an aid to creating a personal care plan for every child.

You will see that we have our **SHANARRI** puppets displayed in the foyer and each of them have their own persona in relation to the wellbeing indicators. We use these puppets to help the children to learn about each of the wellbeing indicators in a child-friendly way. All the puppets displayed have a description of their persona.

All staff have a duty to the safety and protection of children from neglect, abuse or potential abuse. Staff follow interagency guidelines issued by South Lanarkshire Council's Child Protection Committee, which means we work closely with other agencies including Social work, Health, Police and Housing.

Copies of our Child Protection and Equal Opportunities policies are contained in the Policy Folder in the foyer Area. Additional information and contact telephone numbers are also on display here.

Parents are welcome to speak to any member of staff or the Head of Establishment regarding any Child Protection matter.

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.

10. Curriculum for Excellence 3-18 Document

This document enables all young children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. Taking into account of children's interests and own ideas, staff plan challenging learning experiences to develop these four areas.

The following are examples of some other things your children may be learning:

Health and Wellbeing

- I am aware of and able to express my feelings.
- I can make friends and be part of a group.
- When I'm playing, I can make choices.
- I know that people need different foods to keep them healthy.



Expressive Arts

- I enjoy singing and playing along to music.
- I take part in drama and dance experiences.
- I can give and accept constructive comments on my own and others work.

Literacy

- I enjoy exploring and choosing stories.
- I explore sounds, letter and words.
- I can take turns when listening and talking.



Numeracy

- I am developing a sense of size and amounts.
- I enjoy investigating colour and shape.
- I can match and sort.

Religious and Moral Education

- I am developing my understanding of what is right and wrong.
- I am developing respect for others and my understanding of their beliefs and values.

Sciences

- I have observed living things in the environment and am becoming more aware of how they depend on each other.
- I can identify my senses and use them to explore the world around me.



Social Studies

- I explore and discover interesting features of my local environment.
- I have experimented with modelling and drawing to represent the world around me.

Technologies

- I can reduce, reuse and recycle resources I use to help care for the environment.
- I enjoy taking photos or recording sound and images to represent my experiences and the world around me.



When planning for the 3-5year old children, we use “Learning Intentions”. This is what we intend the children to learn through their activities. Staff will tell children “today we are learning about...” or “we are learning to...” Through this, children will become more aware of their own learning.

Please look out for our “Curriculum Board” displayed in our foyer area, which details what the children are learning about each month.

The children in the 3-5 rooms will have learning journals which will contain evidence to what your child has learned throughout their time at nursery. It will consist of photos, drawings, paintings and quotes from your child. The children will add to their books every month, with the support of their keyworker. It is the children who decide what they want to put in their books, and they have ownership of their book. Looking through their learning books prompts the children to talk about, and remember, what they have learned during their time at nursery.

11. Together We Can and We Will

When planning for the 2-3 year olds we use South Lanarkshire Councils "Together We Can and We Will" document. This works on the same principles as Curriculum for Excellence. Staff work in partnership with parents and families and use observations to plan for children's learning and development. Have a look at our curriculum display in the corridor for more information.

Relationships

- Making friends
- Bonding with staff

Health and Wellbeing

- Becoming independent e.g. toilet training
- Feeding themselves

Physical Competence

- Learning to use physical equipment

Social Competence

- Caring for friends
- Snack time

Emotional and Spiritual Wellbeing

- Developing confidence
- Being secure in the playroom

Communication, language and Representation

- Book Bug
- Reading books, stories and rhymes

Knowledge, skills and processes

- Completing inset puzzles
- Sand and Water play



Positive attitude to self and others

- Snack time
- Music and Movement

The children in the 2-3 room will have learning journals which will contain evidence to what your child has learned throughout their time at nursery. It will consist of photos, drawings, paintings and quotes from your child. The children will add to their books every month, with the support of their keyworker. It is the children who decide what they want to put in their books, and they have ownership of their book. Looking through their learning books prompts the children to talk about, and remember, what they have learned during their time at nursery. Although the children in the 2-3 room are slightly younger, they are just as keen to show off their achievements to their parents and carers.

12. Promoting Equality

At Hollandbush Nursery we actively promote equality in line with South Lanarkshire Council's "Framework for Inclusion and Equality".

Policy Statement

"Education in South Lanarkshire is based on an inclusive ethos, which will ensure that all learners are treated fairly, have equality of opportunity and have a sense of belonging in their learning environment".

At Hollandbush Nursery our outcomes associated with inclusion are key to ensuring equality of opportunity:

- All learners feel safe, healthy, achieving, nurtured, active, respected, responsible and included, regardless of the diversity of their need.
- The needs of learners are met in age appropriate, inclusive settings, within or as near as possible to their local area.
- All learners are given the opportunity to be included in their learning environment and their wider community.
- Through the provision of a wide range of support, all learners develop as confident individuals, successful learners, effective contributors and responsible citizens.
- All educational establishments and providers maximise the use of resources, so that all learners are included in the culture, curriculum and community.



Equal Opportunities within the Curriculum

An integral part of the curriculum involves us celebrating 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 cultures, religion, race, class, gender and ability. We encourage the 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.

13. Partnership with parents / Carers



Parents/Carers Meetings

We have a Parent/Staff Group, which meet monthly in the parent's room/meeting room. All parents/carers are welcome at the meeting where we discuss any new initiatives, outings, special events and fundraising activities. Please refer to the flyer in your induction pack if you wish to come along to these meetings. We will also advertise it in our newsletter and on the notice board in the foyer.



Family Learning



We highly value Family involvement and collaborative working. If you are interested in becoming a helper, please ask your child's keyworker who will provide you with more information. A Disclosure form may be required if you come in to help on a regular basis.

Parents/Carers/Grandparents are more than welcome to help within the playrooms, on local outings and at events hosted by the nursery. Our nursery is enriched when parents contribute their time and talents. If you have any skills, interests or talents you wish to share with the children, e.g. storytelling, singing, playing and instrument, then please let us know. Often, we will ask for help with a particular plan of work e.g. helping with the

lending library, Eco Ted or working in our gardens.

We offer additional programmes where you can be involved with your child's learning and development such as '**Stay, Play and Learn**'. We host 'Stay, Play and Learn' sessions with our 2-3 year old children and a Children's showcase with our 3-5 year old children. Parents/Carers are invited along to play alongside their child for part of the session, browse through the playrooms, admire the children's work and displays and chat to staff about how and what your child learns during their time at Nursery.

We are looking at new and creative ways to carry out a variety of family learning courses. These would take place virtually.

Parents Fun Evening!

Hollandbush Nursery hosts a Parents fun evening each year. This is an opportunity for parents to attend the nursery without their child and take part a variety of experiences that would be provided for their child. It promotes the exceptional learning that takes place each day for children and gives you a better understanding of how children play and learn. This is also a time where you can speak to your child's key worker and have a look throughout their learning journal in more detail. We are very much a community here at Hollandbush Nursery and invite you all to be part of something quite special.



Celebrating Birthdays

We celebrate each child's birthday in their group and parents may send in a birthday cake if they wish, however due to Health and Safety regulations we ask that the cake be shop bought and be in a sealed box with a very clear date on it. Please also be vigilant that the cake does not contain any traces of nuts as we have children with nut allergies. Thank you for your co-operation in this matter.

Outings

Outings are an important part of our Curriculum. On the enrolment form, you are asked for permission for your child to participate in short, local outings. On Occasion when other trips are arranged, we will require you to complete an additional form. All trips/outings are purposeful, meaningful and are educational.



Outdoor Learning

The children have access to outdoor learning every day and this is as important as the time they spend indoors. The children will go outside in all weathers, and we provide the appropriate clothing for them to do so, such as Jackets, trousers and wellington boots. The children have access to a large outdoor play area; the Eco garden, the mud kitchen, the climbing wall and the sensory garden.



Clothes to Wear



Although we provide the children with aprons for messy/creative experiences, accidents from time to time can still happen. We advise that children wear 'play clothes' when they attend the nursery.

A change of clothing and shoes can be kept in your child's locker and should be clearly labelled with his/her name. As the children share lockers, there will be a drawstring bag that you can use to store the spare clothes. We also ask that gym shoes be provided for your child to wear within the playroom at all times.

Where appropriate, you will be required to supply wipes, nappies, nappy sacks and cream. Your child's keyworker will inform you when more supplies are required. The

nursery holds a small supply of changing essentials, but these are intended for emergency situations. All nappy cream must be clearly prescribed by your child's GP and appropriate forms completed before the cream can be applied.

Accidents

If any accidents occur while your child is attending the nursery, staff will record the details on an accident or incident sheet and inform you when your child is collected. However, if your child receives a 'head bump' (which is a bump from the neck upwards) you will be contacted immediately as per South Lanarkshire Council's policy to inform you that your child has bumped their head. **A first aider will assess all head bumps at the time of the accident and advice will be given immediately to the parent/carers as to what to do next.**

If a child comes into nursery with a bruise or a bump, please inform your child's keyworker before leaving.

If at any time, your child requires emergency treatment whilst in our care, and in the event that we are unable to contact you or the emergency contact person, the staff will ensure appropriate treatment is administered as soon as possible.

Administration of Medicines

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. A health care plan will then be created for your child for any medicines that need to be retained in the nursery, e.g. an inhaler. You will be required to check the medicine expiry date every 28 days with your child's keyworker and provide new medicine where required. Your child cannot attend nursery without medication that they need in case of an emergency. If you have any further questions, please ask Alison (Team Leader) for further information.



Use of Mobile Phones

Please note that in the interest of Safety, the use of mobile phones are not permitted inside the building. If you are seen using a mobile phone, for any purpose, when on the

premises you will be asked by a member of staff/ management to put your phone away. Thank you for your co-operation in this matter.

Sun Safe



We will take your children outdoors in all weathers however in the good weather we request that you apply high factor sunscreen (50) before your child comes to nursery. For the occasions where sun cream has not been applied, we will apply a high factor, hypoallergenic sunscreen in nursery. You will be asked to complete a permission form for this when your child enrolls at nursery. Please ensure your child wears appropriate clothing for the weather, e.g. a hat, long sleeved tops, longer length shorts and appropriate footwear. Your children will not be out in direct sunlight between the hours of 11.00am and 2.00pm when the sun is hot.

Photographs



Throughout your child's time in nursery, it is normal practice for photographs which record their learning journey to be taken by keyworkers. These may be displayed on the walls, in learning journals and occasionally in newsletters or leaflets. The content of the photographs will be around learning experiences your child has taken part in. They may be in the playrooms, outdoors in the garden, during parties or outings when he/she has been participating in certain events. On occasion, photographs may be used in local newspapers etc. you require to complete a permission form at enrolment. For further information regarding this, please speak to your child's keyworker.

14. Additional information

South Lanarkshire Council and nursery Policies

South Lanarkshire council and Education Resources have policies in place to ensure quality of the service. Policies include:

- No Smoking Policy
- Equal opportunities Policy
- Admissions Policy
- Health and Safety Policy

These policies are implemented in our nursery at all times.

Our Nursery Guidelines include:

- Curriculum
- Promoting Positive Relationships and Understanding Distressed Behaviours
- Assessment.

Our Statement of Commitment covers:

- Disability
- Race Equality
- Gender Equality

Our Most Recent Care Inspectorate Report is on display in the foyer area. Parents and carers can also look for this on the internet.

Keyworker System

Your child will be allocated to a member of staff – their Keyworker. She/he will be responsible for your child's all round development and for the child as a whole. If you are unsure of who your child's keyworker is, please ask. If you have any questions regarding your child's development, then please speak to your child's keyworker. The keyworker will keep a record of your child's time at nursery. Parents/Carers are invited into the nursery, usually twice a year to discuss your child's progress, interests and to exchange information with you.

Communication

Our main form of communication is through the School App for Parents, where you will see news, dates and receive important messages. We ask that you stay informed through regularly checking for any updates. Additionally, to ensure that you are kept up to date with activities and information about the nursery, we will issue a monthly newsletter. Please read this and keep it in a safe place, as it will contain nursery news, dates to remember and details of your child's activities.

You will also receive a **curriculum SWAY** that will detail the work that your child has been involved in and how you can promote this at home.

Curriculum Workshops

Parents/Carers will be welcomed along to various curriculum workshops throughout the year. Posters will be put up and flyers given out prior to the workshops giving details, dates and times. We hope you will make it along.

South Lanarkshire Council

South Lanarkshire Council Nursery Establishments are inspected by Care Inspectorate and Education Scotland. All reports are found on their websites

15. Complaints Procedure

If at any time, there is something that you are unsure about or something we can help you with please do not hesitate to speak to a member of the management team or a member of staff if appropriate.

The management team is on hand at any time and the door is always open. We will deal with any issues or complaints in line with South Lanarkshire Councils policies and procedures.

The children and families that attend Hollandbush Nursery are our number one priority.

Thank you!

Many Thanks for taking the time to read our Nursery Handbook.

We look forward to working in partnership with you and your child. YOU are important, so please do not hesitate to get in touch with Kirsty, Natalie or Alison should you have any further questions.