



# Welcome to

## Sandhead Early Years Centre



December 2021

## Welcome

Dear Parent / Carer

A warm welcome from everyone at Sandhead Early Years Centre. We hope you find this handbook helpful and that it gives you a flavour of our aim to provide flexible, accessible provision of the highest quality for your child. The earliest years of life are crucial for every child, our clear vision, values and aims, developed by our families and staff, demonstrate that we are all working together as one, striving to ensure that every child in our care is given the opportunities required to fulfil their potential knowing that they are cared for, respected, and valued every step of the way. Our pledge to you is to remain committed to these aims every single day. I look forward to working in partnership with you at Sandhead Early Years and supporting your child to blossom and succeed

**Sharon Muir**

Nursery Manager



## Vision, Values and Aims

### Our Vision

Our ethos is based on trust and respect

- We aim to provide the highest possible standard of early learning and childcare in a safe, stimulating, and nurturing environment where children play, learn, and grow at an appropriate pace.
- We support all children to develop at their own pace as successful learners, confident individuals, responsible citizens and effective contributors to society.
- We prepare our children for their future.
- Our aim is to put learners and their families at the heart of everything we do and work with our families to ensure that all children are: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included. We aim to safeguard and promote children's understanding of the rights to which they are entitled to and provide experiences that enable them to learn in an environment that is safe, secure, challenging and fun.

Our motto is "Teamwork makes the dream work" and our Early Years logo is starfish Arrchi! Who represents our nursery values, they are

- Respect
- Resilience
- Confidence
- Happiness
- Love of Learning

Arrchi was created by the children and has a character to represent each of our values which the children learn more about when they start school.

## Working together with Parents, Carers and Families

At Sandhead Early Years we encourage the involvement of our families in all aspects of nursery life we use the GIRFEC approach, supporting the wellbeing of our children and by offering the right help at the right time from the right people we support our families to work in partnership with other services if required. We have fantastic community partnerships with local groups, organisations and all our relevant stakeholders. At Sandhead Early Years we make the most of the beautiful community on our doorstep and we are well known in the village when we are out and about on our Walking Wednesdays!



# Information at a Glance

## Sandhead Early Years Centre

Sandhead, Stranraer, DG9 9JD

Telephone	01776 830 256
Mobile	07756316491
Email address	<a href="mailto:gw08officesandhead@ea.dumgal.sch.uk">gw08officesandhead@ea.dumgal.sch.uk</a>
Parent Council Chairperson	Kenny Milroy
Head teacher	Mrs Eileen McColm
Registered Capacity	30

## Start and Finish Times

We operate a flexible start and finish time to suit the needs of families within your entitled hours. We can accommodate children from 8.30am until 3.30pm. We are happy to discuss this individually with families.

## Keeping in touch

If you have general enquiries (such as missing clothing, lunch queries appointments/absences and uniforms) Please contact the nursery mobile. Please call or txt by 9.30am if your child is going to be absent for any reason on (0756316491) If a parent has any aspect of their child's learning that they wish to discuss, they should contact the nursery manager via email or telephone message, so that an appointment can be arranged.

Parental Involvement information:

[www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

[www.parentclub.scot/](http://www.parentclub.scot/)

Parentzone Scotland:

[education.gov.scot/parentzone](http://education.gov.scot/parentzone)

School term dates can be found at:

[www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

Care Inspectorate full contact details

[www.careinspectorate.com/index.php/contact-us](http://www.careinspectorate.com/index.php/contact-us)

General enquiries 0345 600 9527



**Nursery Manager**  
Mrs Sharon Muir



**Mrs Victoria Anderson**  
Early Years Practitioner  
Red Group



**Miss Joanne Law**  
Early Years Practitioner  
Red Group



**Miss Sandra McNeil**  
Early Years Practitioner  
Green Group



**Miss Rosie Blair**  
Early Years Assistant  
Blue Group



**Mrs Laura Allan**  
Early Years Assistant  
Blue Group

**If you would like some help understanding this or need it in another format please contact 030 33 33 3000.**

## Registration with the Care Inspectorate

Early learning and childcare settings are registered with Care Inspectorate, the regulatory body for Early Learning and Childcare Services. We are inspected regularly to ensure that we are meeting the appropriate standards and to support us to improve. This helps us to continue to deliver high quality services to you and your child. Our certificate of registration and our most recent inspection report is displayed on our noticeboard.

All Providers must meet **The National Standard** for Early Learning and Childcare. All staff are registered with the Scottish Social Services Council (SSSC) and hold a Protecting Vulnerable Groups (PVG) membership.

## ELC Registration Procedure

All three and four year olds and eligible two year old children can receive up to 1140 hours a year of Early Learning and Childcare. That works out at 30 hours per week during school term time.

Nursery registration takes place in January or February each year.

Parents of children due to start nursery will receive a letter and registration form in the term prior to registration. You will be asked to complete the form and return this to your preferred provider with a copy of your child's birth certificate and proof of address. Children moving into their second year of ELC will be provided with an ELC2 registration form from staff to complete and return. If you wish to change your provider you should collect a form from the nursery and take this to your new provider.

As part of Funded ELC offer your child will be also be entitled to one free meal and a snack each day. If you are using more than one provider on any day, you must let the providers know where your child is

taking their one free meal/snack and milk.

The Council Webpage provides further information for families:

[www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds](http://www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds)

## Key Worker/Person

Before your child starts nursery, they will be allocated a key worker. This is the person who will be the key contact for you. You and your child will get an opportunity to meet and chat with their keyworker during your initial visit. They will hold a meeting with you to create a Personal Plan for your child either before your child starts nursery or in the first few weeks to ensure that the nursery will be able to meet your child's needs. If you have any concerns or worries regarding your child, please speak to their keyworker. Your key worker is responsible for sharing any information about your child with you throughout their time in nursery. During the session your child will be supported by all members of staff.

## Links with other agencies

Early learning and childcare settings work closely with other agencies including Speech and Language Therapy, Occupational Therapy, Health Visitors, Educational Visitors and Educational Psychologists, when appropriate. If you have any concerns or queries, we can help you to make contact with these agencies. Please do not hesitate to speak to a member of staff and we will be happy to help.

## Child Protection

Children's wellbeing is at the heart of what we do. 'Getting it right for every child' makes sure that if your child needs support the right help will be there at the right time. All children have the right to be protected from harm, abuse and neglect. We believe all children should be safe, healthy, achieving, nurtured, active, respected and responsible and included.. Further information can be found at: [www.dumgal.gov.uk/article/16640/Support-forchildren-and-families](http://www.dumgal.gov.uk/article/16640/Support-forchildren-and-families)

Further information can be found on the ELC Noticeboard

**ELC Child Protection Coordinator is Sharon Muir**

## Induction and Transition - Settling In

At Sandhead Early Years we believe that each child's needs should be at the centre of how we think about and plan for their transition to nursery. We believe that children are individuals, and we will support our families during their child's journey into Early Learning and Childcare. We will offer several induction visits to the setting in the term before your child is due to start. We will also send a copy of our "Getting it Right for Me" booklet which introduces our staff and will let families know who their child's key worker will be and other useful information for when they join us.

## Learning developing and growing

We aim to provide the highest possible standard of early learning and childcare in an environment where children aged two to five years play, learn, and grow at an appropriate pace. We support children's holistic development through play by providing an engaging environment that offers a wide variety of experiences based on children's interests. We support children to grow in self-confidence, gain independence and learn new skills. Practitioners support learning through observing and extending the interactions taking place, following Curriculum for Excellence Early Level guidance and play pedagogies where children take the lead and staff are on hand to encourage and extend the connections children make as they learn and develop.

We offer freedom of choice between our indoor and outdoor environment and through continuous access to outdoors we believe our children will participate in a wide range of activities that will support them to learn and develop and to build friendships very naturally through play. We provide a wealth of opportunities for the children to develop their language, creativity, and co-ordination skills. These all contribute to healthy growth and development, knowledge and understanding and capacity to learn. Children choose whether to access play indoors or outdoors.

Through play, children learn about the world around them, it allows them to develop the skills to access and manage risk, and to experience personal achievement whilst building confidence. We believe that children need the opportunity to take risks and to learn about and understand their own capabilities. We therefore provide a safe and supportive environment rather than remove all risk from the play experience. This helps children to learn how to manage their own risky play opportunities. Giving



our children a free rein to develop their wonderful and creative imagination is a vital part of childhood. Incorporating risk into their play helps our children develop, learn, and enjoy themselves all at the same time.

## Lunch and Snack Time

Snack is available throughout the nursery session. Your child can decide when they want to have snack, once ready they will wash their hands and collect their cup, plate and cutlery. Snack time is a very sociable time where children chat to their peers and ELC Staff. We follow the nutritional guidance **Setting the Table** and the **Eatwell Guide** when devising snack menus.

If your child has any dietary requirements, please let us know. There is a choice of milk or water to drink.

## Lunch

With the introduction of 1140 hours, children attending all day have the entitlement to have lunch provided. This is a time where children will have the opportunity to develop and learn new skills. They will be able to choose their lunch, self-serve as well as having the opportunity to further develop their social skills between their friends and staff.

Detailed information on school meals is available at [www.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

## Special Dietary Requirements

Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register. For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.



## Absence/ Illness

If your child is not feeling well please do not send them until they are well feeling better. Please phone if your child will not be attending Nursery for whatever reason.

## Accidents

If your child is involved in a serious accident or becomes unwell we will inform you immediately. Therefore, it is essential that your contact details are up to date.

Medical help will be sought if necessary.

We will always inform you about minor incidents and accidents and provide you with a written copy of the incident and what action we have taken.

## Administration of Medicines

Parents /carers are responsible for their child's medication.

If possible, it is helpful for you to ask the prescribing doctor if the medication can be prescribed to allow for administration out with of ELC hours or if you can come in to dispense this to your child.

Medication will only be administered by a member of ELC staff once a completed parent/ carer administration of medicines request form has been received.

For medication such as asthma inhalers it is the responsibility of the parent/carer and the ELC staff to check that the medication is not out-of-date, that there is a sufficient quantity, that it is removed as necessary and that any unused supplies are uplifted for disposal.

All information regarding medication will expire at the end of each year. If the administration of medication is to continue, all relevant information must be supplied on a new request form at the start of the next session. Pupil and Parent/Carer confidentiality will be respected in all matters.

## Intimate Care

From time-to-time toileting 'accidents' happen. We will discuss how we will support your child's stage of development and intimate care needs at your child's Personal Plan meeting so that we are taking similar approaches in ELC and at home to help your child.



## Infection Control

Good hygiene is crucial in controlling the spread of infection and children are encouraged to use disposable tissues to wipe their noses, wash hands before snack/lunch and after going to the toilet, etc.

We are obliged to inform Care Inspectorate and Public Health when there is an outbreak of infectious diseases.

The exclusion times for childhood infections are on display. Should a difference of opinion between the parent and the Nursery Manager/Head Teacher arise about the child's fitness to attend, advice will be sought from the School Nurse. Generally, parents will be advised by their G.P. when a child should remain at home.

Further information can be found at:

[hub.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf](https://www.hub.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf)



## Parent/ Carer and Family Engagement

Throughout your child's time at Sandhead Early Years we will work with you to promote children's learning. This will take the form of family drop in opportunities, stay, and play sessions, PEEP groups, Book bug sessions and termly personal plan meetings. We would always encourage you to come for a 'stay and play' with your child. This is a great way for you to see what happens in the setting and what your child likes to do

### **Opportunities for Parents to be involved in the life of our setting:**

We will work together in settling your child into Sandhead Early Years, completing the "Getting it Right for Me" booklet before your child starts gives us valuable information to support your child. Prior to a child starting nursery they are invited along to the setting to meet the child's keyworker and to complete your child's personal plan, so it is in place for them starting. Time is given to talk, question and discuss with staff any concerns and pass on information about your child. Children's learning is enhanced if parents and staff work together You will receive termly invitations to meet with your Keyworker to plan for your child's next steps in learning.



Regular newsletters and Facebook updates will keep you informed of nursery events

You will be invited along to our PEEP and Bookbug sessions to learn more about how the children develop their early literacy and numeracy skills.

When Covid allows we will again have parents into the setting to help with reading stories, baking, helping with art materials etc.... This is something we have missed and hopefully very soon our families will be back inside the setting

Everyone has the right to be treated fairly and to have the opportunity to fulfil their potential. Fulfilling this fairness and equality is central to our values and aims. We aim to promote an active partnership with parents. We recognise that much of your child's learning takes place in their home and it is our hope that we can work together for the best outcomes for your child. Families can share learning from home with us on Facebook and through our online Learning Journals. Sandhead Early Years Facebook page is used to post diary dates, learning that has taken place in the setting and other key information, this is a closed Facebook page.

We will accommodate all additional requests for meetings to share information and update you on your child's progress. Prior to entry the child and parent are invited along to the centre to meet the child's keyworker and contribute to your child's care plan. Time is given to talk, question and discuss with staff any concerns and pass on information about your child through our personal plan meetings. Children's learning is enhanced if parents and staff work together. Parent meetings are arranged throughout the year, but parents have access to their child's online journals and opportunities to look at our learning wall throughout the year. During your child's time in nursery, we ask parents to fill in questionnaires or surveys about various aspects of our work, we always find this information extremely helpful

## Partner Involvement

We work with a range of partners to ensure that we are providing a family service to the children in our care. This ranges from NHS; Social Work; Speech & Language; Local businesses and the Lifelong Learning Team.

## Family Learning

The Lifelong Learning team come in and deliver the Peep programme. This programme helps to promote parents' and carers' awareness of children's very early learning and development through making the most of everyday activities and interactions. The programme also offers accreditation for all parents.

The Lifelong Learning team also work with us and school in family learning events and adult learning classes. So if you feel you would like more input to help support your child's learning we can work with our partners to deliver this.

## ELC Policies and Procedures

A copy of our policies and procedure documents are available in nursery for parents to view at a time that is convenient to them.

## Complaints/ Concerns

The first step is to speak to the ELC Manager if a situation arises that you are unhappy with. It is hoped that most concerns can be resolved this way. If however this is not the case, there are a number of ways you can direct your enquiries or requests to the relevant service or you can make a complaint online by visiting Make a complaint online ([dumgal.gov.uk](http://dumgal.gov.uk)) Or by calling :  
030 33 33 3000

Complaints can also be raised with the Care Inspectorate, Compass House, 11 Riverside Drive, Dundee, DD1 4NY. Telephone: 0345 600 9527

## Emergency Contact and Collection Forms

You have completed an 'Emergency Contact and Collection' form. If there are any changes to who is allowed to drop off and pick up your child, then you must let us know so this can be updated. (Under 16yr olds are not allowed to collect children).

## Emergency Closure

In the event of the nursery/school having to close in an emergency e.g. adverse weather conditions, heating failure.

For more information on Emergency Closure processes please see - Link to Authority Handbook

## Transition to Primary 1

As your child approaches school age we will work with your child's school to ensure that transition to Primary One is as smooth as possible. Your child's records will be passed on to school. You have the right to request to see any information held about your child.

## Deferred entry to Primary 1

Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

You can choose for your child to start primary school later if they turn five from the school start date in August and before the last day of February.

If you are considering deferring entry to school talk to staff at the or the head teacher at the school about your concerns.

You'll also need to remember to **apply for a school place** even if you are still trying to decide whether your child should start school later or not. Any delays in applying can mean you lose a priority place at your child's catchment school.

Children born before January don't have an automatic right to another year of nursery but you can ask for your request to be considered. More information can be found here: [www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1](http://www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1)

## Uniform

Polo-shirts and sweatshirt/hoody/cardigan/fleece jackets with Sandhead Early Years logo can be ordered directly online or on the phone from:

WBS Signs Unit 3, Culmore Industrial Estate, Stoneykirk Stranraer DG9 9DX

Tel 01776 830555

Web site: [wbssigns.co.uk](http://wbssigns.co.uk)

Email: [signs@wbssigns.co.uk](mailto:signs@wbssigns.co.uk)



We hope that you have found the information contained in our handbook useful. All information contained in our ELC handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the ELC session.