



Welcome to

Moffat Early Learning and Childcare Setting



September 2022

Welcome

Dear Parent / Carer,

A very warm welcome to Moffat Nursery; part of the Beattock and Moffat Academy Cluster. We are a deeply committed, caring and inclusive school community.

Nurture is at the heart of all that we do, as we strive to ensure that every young person reaches their full potential.

This handbook contains all the key information necessary for nursery life. In addition, you will find that our website provides lots of information which is updated on a regular basis with newsletters, calendar dates and school announcements.

We are confident that your child will really enjoy their time here. We aim to give all our children a great start in life by fostering a love of learning and a desire to be the best they can.

We look forward to working with you and your family over the coming years.

Yours sincerely,

Mrs Tara Woods

Head Teacher



Vision, Values and Aims

Although Moffat Academy Nursery is very much part of Moffat Academy School, it has its own unique ethos.

We have a clear vision at Moffat Nursery to provide the best possible outcomes for all children through a high-quality environment, interactions, and care. We have a commitment to ensuring children and families are at the heart of learning, enabling each individual child to reach their full holistic potential. We promote an enjoyable culture of inquiry and creativity to motivate children to think independently and become successful lifelong learners.

We hope you and your child are excited about joining our nursery and that your child will have lots of fun, engaging new experiences and acquire new skills.

Parents, carers, children, and staff informed us of their expectations around their ideal nursery. This enabled us to create our nursery vision, values and aims.



Vision

Ready-Aye-Ready for all we aspire to be.

Values

Respect, Kindness and Curiosity.

We aim to:

- Provide a safe, caring and stimulating environment where children are engaged, thrive, and learn.
- Build secure and trusting relationships with our children and families.
- Create thinkers and doers, promoting a culture of inquiry and creativity.
- Respect each child as a unique individual person.
- Continuously strive to improve the nursery to be the best it can.

Working together with Parents, Carers and Families

The nursery operates an open-door policy and nursery staff are always happy to talk to parents/carers about any questions or concerns. We extend a warm welcome to parents/carers in our nursery and look forward to working with you to support your child's early education and care. We encourage you to ask if you would like further information, or if you wish to talk about your child's learning or care. Staff are happy to make an appointment with parents/carers at any time to discuss the practice of the nursery or their child's learning or care in more depth.

If you have any feedback on aspects of provision or routines within the nursery, please speak to Mrs Ryder, the nursery manager, in the first instance who will be happy to discuss any areas with you.

Information at a Glance

Moffat Academy Nursery,
Jeff Brown Drive,
Moffat, DG10 9QF

Email address

gw08officemoffat@ea.dumgal.sch.uk

Parent Council Chairperson Mrs Hanna Tilahun
Mr Daniel Bevins

Parent Council email

MAparentconnect@gmail.com

Head teacher Mrs Tara Woods

Registered Capacity 50

Staff



Mrs A. Ryder
Nursery Manager



Mrs M. Pow
Nursery Nurse



Miss D Thomson
Nursery Nurse



Miss K Scott
Nursery Nurse



Mrs H. Mezzullo
Nursery Nurse



Miss D. Jardine
Nursery Nurse



Mrs R. McGarva
Nursery Nurse



Mrs P. Bruce
Early Years Support Assistant



Mrs H. Green
Clerical Assistant



Mrs T. Woods
Head Teacher



Mrs N. Brown
Deputy Head Teacher
GIRFEC/ Child Protection
Co-ordinator

Start and Finish Times

Nursery is open from 8.30 - 3.30

Keeping in touch

Photographs, videos, and messages are consistently posted on ClassDojo to share what has been learned in the nursery. There is also a message function which allows you to contact the nursery manager, within set times, if you need to get in touch.

The Nursery Notice Board contains current information and notices that you may find useful, and you may occasionally receive a group call or text message from the school.

The school website and Facebook page are also used to share up to date information and school success.

Parental Involvement information:

www.dumgal.gov.uk/schools

www.parentclub.scot/

Parentzone Scotland:

education.gov.scot/parentzone

School term dates can be found at:

www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Care Inspectorate full contact details

www.careinspectorate.com/index.php/contact-us

General enquiries 0345 600 9527

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

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

Further information can be found on the ELC Noticeboard

ELC Child Protection Coordinator is Mrs A Ryder

Induction and Transition - Settling In

Children will receive a virtual tour of the nursery and a message from the nursery manager and key workers, prior to starting nursery, providing children with a familiar face when they arrive at nursery. Along with their parents, they can make their way to the Rainbow or Busy Bee door where they will be greeted by nursery staff.

If any child feels unsettled, they can be supported by their parent/carer until they feel comfortable to be left. Each child has individual needs so we will work in partnership with you to ensure your child feels safe and secure in the nursery environment.

Learning developing and growing

The nursery curriculum and the way in which it is presented is determined by the advice set out in Curriculum for Excellence, the National Standards, Health and Social Care Standards, Realising the Ambition, and our local regional guidelines.

Curriculum for Excellence is delivered over eight curricular areas

- Mathematics
- Literacy
- Health and Wellbeing
- Social Studies
- Sciences
- Technologies
- Expressive Arts
- Religious and Moral Education

The Curriculum's early level encompasses Nursery and Primary One and is usually achieved at the end of primary one for most learners.

As children become older, they begin to develop their independence and social skills. It is important for children to feel safe and secure in their environment, so they feel happy to actively explore and develop their curiosity. The nursery aims to build on the valuable learning experiences children have had at home, toddler groups, other nurseries and with families and friends.

Free flow indoor and outdoor play allows children to learn by making choices of what and where they want to play and by having fun! By providing an enabling environment, children can be supported and fully engaged in purposeful play of their own choice. Staff observe children's play and are



responsive to their needs by providing resources to widen their experiences. This enables children to develop their social, emotional, physical, and cognitive skills through self-chosen play activities throughout the nursery.

Staff may change areas or add provocations to stimulate an interest to extend children's learning and development, ensuring children become successful learners, confident individuals, responsible citizens, and effective contributors. As children become more confident, they will be encouraged to take on more responsibility to develop independence skills.

Children may also take part in small and large group activities to help develop specific skills and be part of planning and reviewing process by recording and evaluating their learning in the Big Book. This allows staff to track learning and monitor children's progress in key developmental and curricular milestones.

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

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 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/carers 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

We would like to extend a warm welcome to all parents, carers, and families. We value your opinions and contributions that you will make to our nursery community.

Parents carers and families are the biggest influence in a child's life, and it is important for us to involve you in the life and work of the nursery, so you can take an active role in your child's education and learning, helping them reach their full potential.

At least once every six months parents/carers will be invited to review their child's care plan with the Nursery Manger and their child's Key Worker. This provides an opportunity to discuss your child's progress and ensure we are meeting their needs. All care plans are kept in a locked cabinet and only accessed by nursery staff.

We also keep a record of your child's learning in our Online Learning Journals. Nursery staff often give feedback to parents/carers as they collect children at the end of a session. However, to provide more specific information, our Learning Journals give parents 24/7 access, with immediate notifications, when an observation of your child has been made. This allows you to be actively involved with your



child's learning journey in real time. These individual learning records reflect the learning development and progression of each child alongside observations, photographs, and next steps. Children are encouraged to be involved in planning and talking about their learning experiences. We welcome parents/carers comments and observations in the learning at home section of the journals so children's achievements out with the nursery can also be recorded.

There are many opportunities for parents to engage in nursery life through Stay and Play sessions, Tea and Toast, CAPER, Parent Volunteers, Sports Day, Learning Journals, Focus Child sheets, Parent's Meetings, PEEP Sessions, the School Facebook and Website Pages, Parent Workshops, Newsletters and more!

The Big Book and ClassDojo are regularly updated with photographs and comments to allow families to hear children's voices, see what their interests have been, what activities have been done and the learning that has taken place.

All parents and carers are invited to join our Nursery Forum which meets once a month in the school meeting room. This gives parents and carers the opportunity to get to know one another, suggest activities, discuss nursery issues and fundraising ideas, and get further involved in Nursery life.

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://Make a complaint online (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

For your child to have a full experience of our environment, please send them in comfortable, practical, washable clothes. Nursery will provide aprons and waterproof clothing for outdoors however, please provide wellies and easily changed indoor shoes (not slippers).

A spare set of clothing, is always useful to have in case of accidents, remembering to name all shoes and clothing!

We hope this handbook has proved useful for you. Our aim is to provide opportunities for yourselves and your child to benefit from high quality Early Learning and Childcare, in a safe and secure environment. Our highly trained staff will provide quality care for your child to ensure they receive the best care possible.

We look forward to welcoming you to Moffat Academy Nursery and hope the foundations your child builds in the Early Years stand them in good stead as they progress through the school. We want your child's time at nursery to be filled with fun so they can look back on their early years with affection.

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.

