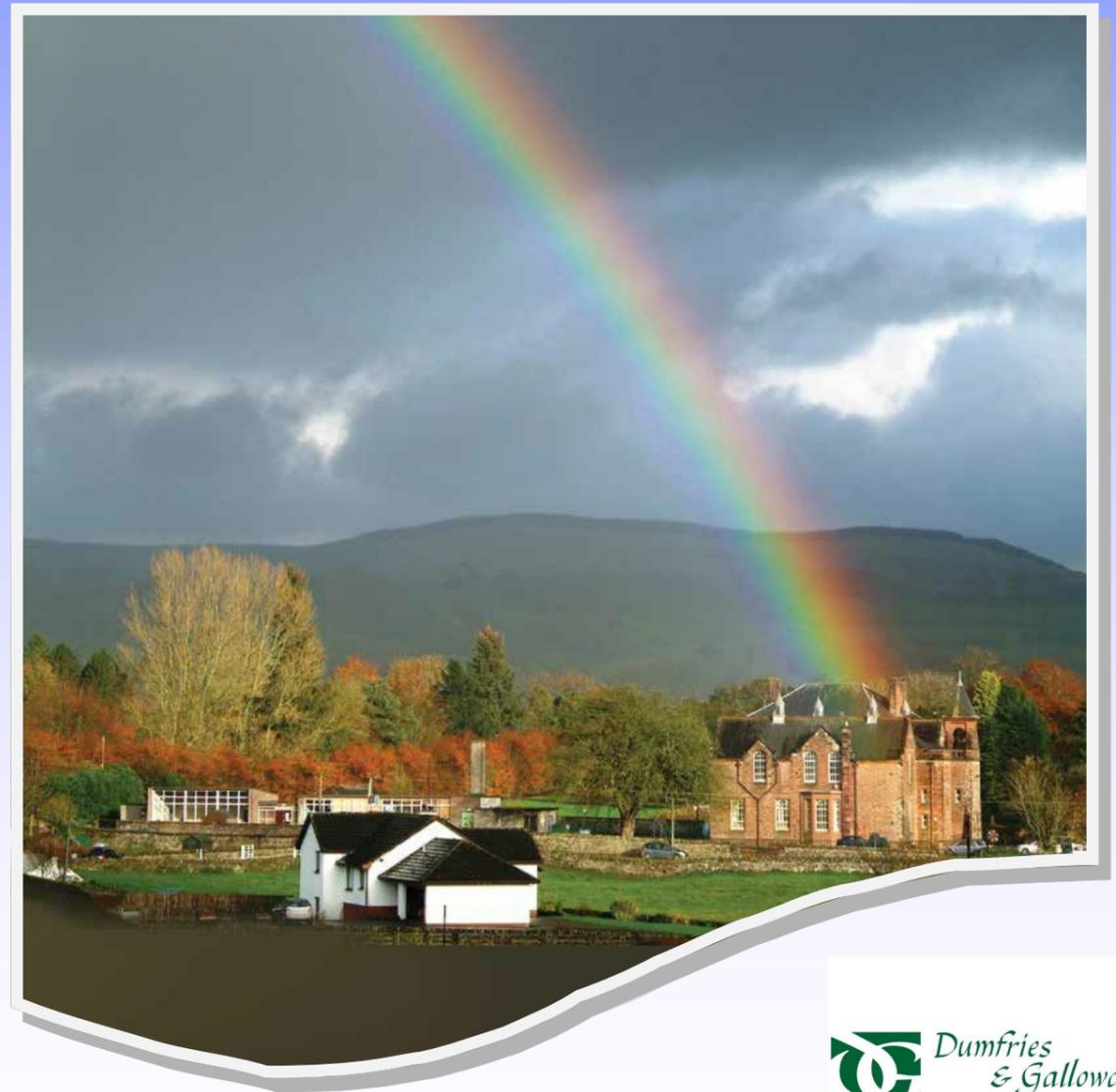


Welcome to
Closeburn
Early Years
Centre
2018-2019





Holiday Dates 2018-2019

Term 1	Staff return Friday August 2018 Monday 20th August to Friday 12th October 2018
October Holiday	Monday 15th to Friday 26th October 2018
Term 2	Monday 29th October to Friday 21st December 2018
Christmas Holiday	Monday 24th December 2018 to Friday 4th January 2019
Term 3	Monday 7th January to Friday 5th April 2019
Non-Pupil Days	Thursday 21st to Friday 22nd February 2019
Non-Pupil Days	Monday 8th April
Spring Holiday	Monday 8th April to Monday 22nd April 2019
Term 4	Tuesday 23rd April to Friday 28th June 2019
May Day Holiday	Monday 6th May 2019
Summer Holiday	Monday 1st July - Friday 16th August 2019

Holiday Dates 2019-2020

Term 1	Staff return Monday 19th August 2019 Wednesday 21st August to Friday 11th October 2019
October Holiday	Monday 14th to Friday 25th October 2019
Term 2	Monday 28th October to Friday 20th December 2019
Christmas Holiday	Monday 23rd December 19 to Monday 6th January 2020
Term 3	Staff return Monday 6th January 2020 Tuesday 7th January to Friday 3rd April 2020
Mid-Term Holiday	Monday 17th to Wednesday 19th February 2020
Non-Pupil Days	Thursday 20th to Friday 21st February 2020
Spring Holiday	Monday 6th April to Friday 17th April 2020
Term 4	Monday 20th April to Thursday 2nd July 2020
May Day Holiday	Monday 4th May 2020
Summer Holiday	Friday 3rd July - Wednesday 19th August 2020

Can my child bring their own toys?

The nursery provides a wide range of activities for your child. These are carefully planned to help the development of your child. Children are therefore asked not to bring toys as they distract from the activities provided and cause upset to the child if the toy is lost or broken. However if your child has a soft toy which may be of support to help him/her settle into nursery please allow them to bring it along and we will look after it in their group's keep safe box, when they are ready to part with it. On occasion children are excited to show staff and peers a new toy, artefact or book that supports our topic. Once again this can be left in the keep safe box until show and tell time. A lost property box is left in the entrance lobby. Please take time to look in this as you will be amazed at the things we find!!

Have you or your child got a problem?

Problems or questions that you may have should be discussed with the Nursery Officer. The best time is in the first 15 minutes of each session or when picking your child up from nursery. If this is not possible please see the Nursery Officer to arrange a suitable time. (Please don't feel you need to wait until planned parent/child interviews) Mrs Bryden, the Head Teacher is also happy to discuss any concerns with you.



Complaints Procedure

Although it is our sincere hope that such incidents will be rare, a situation may arise when a parent feels he or she has a justifiable complaint against a member of staff. Such complaints should always be made in the first instance to the Nursery Officer or Head teacher of the school, when an amicable solution would hope to be reached. Should this fail; the complaint should be made in writing to the Director for Education via the Education Officer for further consideration. Parents also have a right to make a complaint directly to the Care Inspectorate. Please refer to contacts page for details and their complaints procedure on our notice board in the back room.

Child Protection Policy

It is our professional responsibility to ensure that every child in our care is safe. Closeburn School & Nursery have a comprehensive child protection policy based on the advice and procedures contained within the authority guidelines. Child protection information can be found on the notice board however if you require any further details please contact a member of the nursery team or Mrs Bryden the Head Teacher.

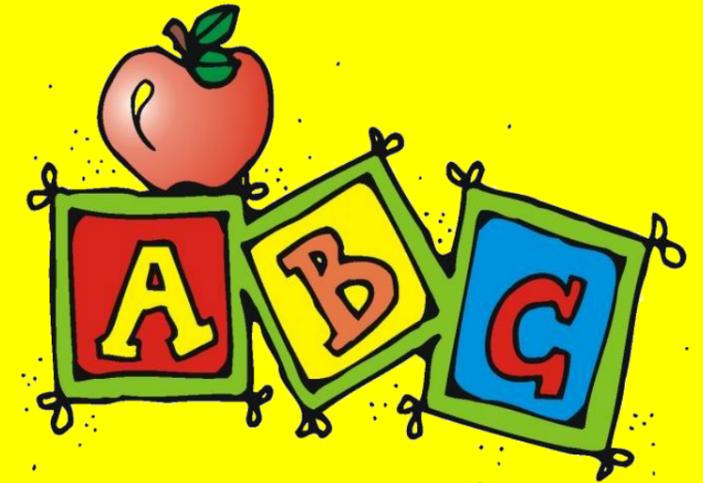
Welcome

Closeburn Early Years offers a warm welcome to all our pre-school children and their families.

Our setting is Council registered and an integral part of Closeburn Primary. Our Early Years Centre is registered to provide an early learning childcare service for children aged 2 years to those not yet attending primary school.

The nursery is a secure unit in the flat roofed building adjacent to the main school building.

This handbook is designed for you and your child to share. We hope it contains all the information you require however if you have any questions please contact a member of the nursery team. We are here to help.





Contacts

School Address:

Closeburn Primary School
 Closeburn
 Dumfriesshire
 DG3 5HP
 Telephone : 01848 331240
 Email: gw08officecloseburn@ea.dumgal.sch.uk

Education Authority via Group Manager:

Children, Young People and Lifelong Learning
 Dumfries & Galloway Council
 Education Services
 122-124 Irish Street
 Dumfries
 DG1 2PB
 Telephone: 01387 273600
 www.dumgal.gov.uk

Care Inspectorate:

Headquarters
 Compass House
 11 Riverside Drive
 Dundee
 DD1 4NY
 Telephone: 0345 600 9527
 www.careinspectorate.com



Clothing

Please ensure your child has a pair of comfortable soft shoes to play in when at nursery. Slippers are not advisable as they tend to be less secure and may be a hazard during movement activities. Aprons are supplied for messy activities, but sometimes despite our best efforts, clothes do get dirty. Please send your child in practical clothes, which can be easily washed. Please also try to find clothes with suitable fastenings that promote independence. This is especially important when visiting the toilet. Dungarees and belts are a real challenge for young children. To avoid loss and confusion it would help if all coats and footwear were named. Children should always have outside clothing with them so that they can enjoy our outside areas. We have also been

developing an outside classroom (located next to the church) and have acquired waterproof boiler suits and spare wellies, so that we can venture throughout the year, whatever the weather.

Emergency Clothing

From time to time "accidents" involving soiling or wetting do occur. If this happens to your child, the staff will endeavour to deal with the situation as sensitively and discretely as possible, and to keep you informed.

The action taken might include:

- Helping your child to change into clothes that you have provided
- Offering your child fresh clothes from a stock held in nursery, and support to wash or wipe themselves in private.
- If your child refuses any adult support supply them with all necessary wipes and clothes.
- If your child is unduly upset/or all the above have failed we will contact you/or your emergency contact to come to nursery to help.

How can you help?

At Nursery

There is a weekly home links sheet displayed on the notice board to inform parents of some of the activities on offer and how these can be extended and developed at home. Look at our displays and big book to find out what your child is learning.

The computer in the lobby also displays photos of previous events and activities enjoyed by children.

Regular newsletters are sent out with important dates and when help is required. Talk to staff working with your child and share information with them especially at parent/carer interviews.

Your child's Rainbow Folder with individual target sheets will also give you regular information about your their progress and their next steps. Help your child to complete the "All about me" section in their Rainbow Folder. This will form the first section of their folder which will record their progress while they are at nursery. Parents are welcome to look at their child's folder at any time and mutually convenient meetings are arranged with the nursery team throughout the year to discuss progress and strategies to extend learning.

At Home

You can help your child to learn by playing together and

- . Encouraging them to be independent e.g. getting dressed and washing hands.
- . Giving them opportunities to share and join in with other children.
- . Going out for walks or visits and talking about what you see.
- . Helping them develop literacy skills by reading familiar words to them

- . Helping them develop number skills by encouraging them to count and use numbers e.g. counting up and down stairs, pairing up socks or collecting stones and putting them in order of size
- . Supporting, encouraging and listening to them as they express themselves, talk about their thoughts and ideas, and how they're feeling
- . Play, talk, read with your child: Visit this website for more ideas www.infoscotland.com/playtalkread
- . Singing, dancing, painting and have fun together
- . Giving them opportunities to use their fingers and hands e.g. Building with bricks, cutting with scissors, fastening zips and buttons
- . Finding out what they're doing at nursery or school and think about what you can do to build on this.
- . Ask for extra help if you think your child needs it for any reason. Visit www.infoscotland.com/justask
- . Remember to praise their efforts and support them in thinking of ways they can get even better



Head Teacher
Mrs Karen Bryden

Nursery Nurse
Mrs Karen McCaskie

Janitor
Mrs Erica Cunningham

Parent Council Chair
Mrs Shona McKinley

Nursery Manager
Mrs Louise McCormick

Early Years Assistant
Mrs Anne Harold

Secretary
Mrs Nancy Logan

Early Years Staff



Students: We often host student teachers and Nursery nurses. Please refer to newsletters and notice board for details.

Aims

Our children have agreed that:

Our aim is that you and your child should look forward to coming to nursery by providing a broad range of fun experiences that develop skills with a focus on literacy and numeracy and promotes an active and healthy lifestyle. We trust that your child will enjoy being a member of a bright, happy group who are excited, curious and interested in sharing their ideas to develop knowledge and understanding. Every child is special. The eight Wellbeing indicators (SHANARRI) are fully embedded in our practice so we know that children have their own unique personalities and therefore it is up to us as qualified, understanding adults to provide the necessary materials and activities to encourage your child through play to develop socially, emotionally, physically and intellectually in his/her own way and at his/her own rate. In the safe, secure environment of our nursery, she/he will enjoy making friends, experimenting

with messy materials, looking at books, jumping, climbing and building. As a member of our nursery she/he will learn through play to communicate with adults and children, listen, concentrate, share, think, reason, follow the nursery routine and become independent. Our nursery is child centred.

All equipment, furniture, cloak stands, taps and toilets are at the appropriate level to enable and encourage independence. We would like him/her to experience the beauty of nature, to have a caring approach to all living things and to appreciate music, drama and dance. As the most important influence on a child's development we value all our parents and carers and the trust they put in us. We hope to work closely with them to provide the very best start for our children. We are fully engaged in the implementation of the Curriculum for Excellence. More information can be found at www.curriculumforexcellencescotland.gov.uk/parentzone, from members of the nursery team or our notice boards.

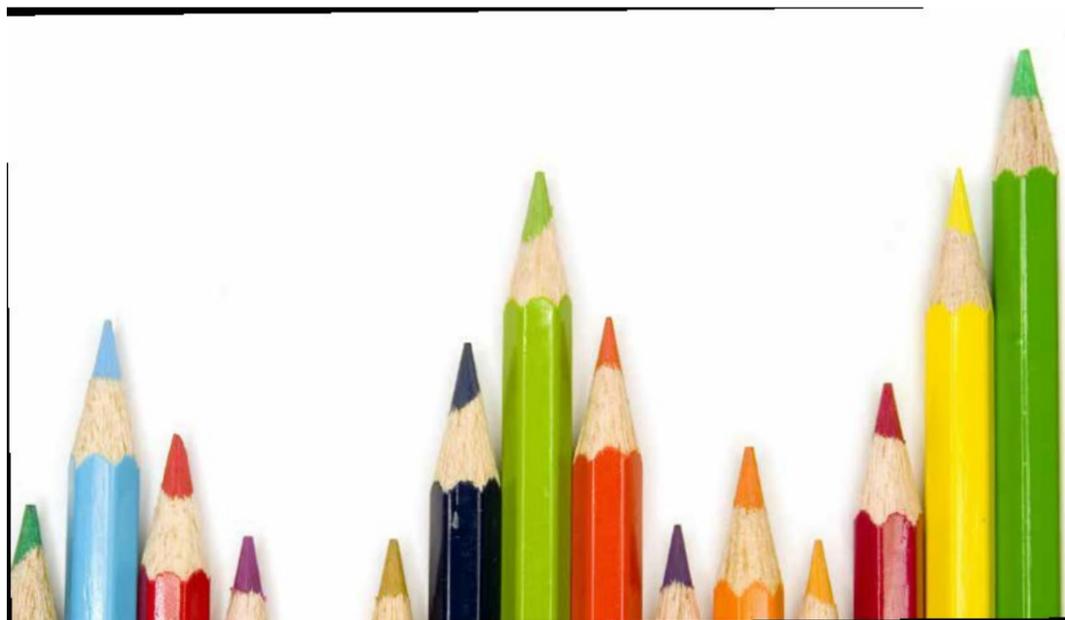


Administration of Medicine

Medication where possible should be administered by a parent/carer however occasionally your child may require medication at nursery and we are happy to co-operate. Authority policy requires the following conditions:

- The parent/carer must personally deliver the medicine to nursery
- The parent/carer must have completed and signed an Administration of Medicine form.
- The medication must be prescribed by a doctor (not over the counter) it must be clearly named and labelled in it's original container.

Full details of conditions and procedures contained in our health care policy. If your child has a medical condition that requires specialised treatment we will work closely with health professionals involved to, where possible, enable your child to access the nursery curriculum and activities.



Where to Park

In the interests of safety please use the top gate (i.e. the one next to the dining room) to drop off and pick up your child from nursery. Please do not park in or walk through the school playground. The nursery is opposite a busy farm please don't block the exit because of farm traffic needing access.

Do I need any money?

There is no charge for your child's nursery education but a small contribution would be very much appreciated. 50p a day would be a suitable sum. This money is a voluntary donation, however, it is essential for us to provide snack, baking ingredients and many other items that enrich your child's days in the nursery. It also covers the cost of a small birthday celebration for each child. It is unnecessary therefore to send any party fare on your child's special day.

In the case of accessing wrap around sessions, Money may be required for school dinners. A free school meal form is available and children can also bring packed lunches.



Sickness / Absence?

If your child is unwell the best place for him/her to be is at home. Please inform the nursery if your child is likely to be absent for a week or more. When your child returns to the nursery please let a member of the nursery team know the reason for your child's absence. If your child becomes ill at Nursery they will be made comfortable and be cared for by a member of staff until we can contact you or your emergency contact person and you can collect him/her. Your child will receive immediate attention for any minor injury that may occur at nursery. A report will be entered in the accident record file and you will be informed when you come to nursery and by letter. If your child has had sickness or diarrhoea, please do not bring him/her to Nursery until 48 hours after their last bout of illness. Your co-operation in this matter is very much appreciated. A full list of exclusion times for the most common illnesses can be found in the entrance lobby.



Curriculum for Excellence

- . Science
- . Expressive Arts
- . Religious & Moral Education
- . Social Studies
- . Technologies

Play and active learning is central in our nursery curriculum. We hope to create a learning environment which encourages young children to fully engage in their learning and development.

We offer children experiences and opportunities to develop their knowledge and skills related to the following curriculum areas within the Curriculum for Excellence.

- . Language/Literacy
- . Numeracy / Mathematics
- Health & Wellbeing

The purpose of the Curriculum for Excellence is encapsulated in the four capacities, to enable each child to be:

- . A successful learner
- . A confident individual
- . A responsible citizen
- . An effective learner.

We keep a record of your child's progress based on our observations. This is called their Rainbow folder which is available for you to view at any time



Times

Morning Session 8.45am - 11.55am
 Afternoon Session 12.15pm - 3.25pm

Arrival and Collection

We ask that you bring your child into the nursery and supervise them as they hang up their coats. It would be appreciated if you could ensure that your child has been to the toilet before entering nursery. Before leaving the nursery please support your child to self register and be sure that your child's key worker is aware of your child's arrival and any concerns/changes that may have arisen.

It is essential for the safety of our children that they are delivered and collected by a responsible adult and that the front door is never pinned back at the beginning or end of a session. Please ensure that your child's key worker has an up to date list of all adults who have permission to pick up your child and phone the school if there is a change of plan.

Children can be collected from 11.45-11.55am in the morning session and 3.05-3.25pm in the afternoon if not accessing wrap around provision. Collection time for wrap around sessions is at 3.05pm.



Holidays

The Early Years class is part of the school and keeps the same holidays. A list of this year's holidays is contained within this booklet. Holiday dates are also displayed on the nursery notice board.

Emergency Closure

In the event of the nursery having to close in an emergency, for example adverse weather or service failure.

- A group text will be sent out as soon as possible
- The closure will be posted on the council website
- If you are in any doubt please phone the school (local staff will be on site from 8am to keep you updated)

Equal Opportunities

From Nursery onwards our school has a unique opportunity to provide an environment within which sex discrimination does not occur and within which steps are taken to counteract the pressures often placed on children by the home, media and fellow pupils to conform to traditional roles. It is therefore important that at the centre of our curriculum, teaching methodology, teaching materials and structure of the timetable is examined carefully to ensure they support and are not working contradictory to the provision of equal opportunities.

Education for a Multi-Cultural Society

We at Closeburn Primary School and Early Years are committed to an active policy of discouraging racist and other discriminatory attitudes and practices. Where the potential for discrimination in current policies exists we are attempting to build in safeguards to prevent discrimination taking place. In order to assist Children to become responsible members of society provision will take account of the need to develop awareness and understanding of the lifestyles of people out with their direct experience.

To ensure that a multi-cultural education will permeate all stages of learning and teaching the Head Teacher has responsibility for monitoring and reporting on its place within the curriculum framework

