



Welcome to

Penninghame Early Learning and Childcare Setting



December 2021

Welcome

The staff and pupils of Penninghame Nursery extend a warm welcome to all parents. Each person in our nursery class is an important individual and we hope our nursery will be a happy, caring and stimulating place for all. We need the assistance and cooperation of all parents to achieve this. It is vitally important for your child's education that good, positive communication is established between nursery and home. We offer various opportunities throughout the year for parents to participate in family learning groups.

Our handbook is provided to familiarise you with some of the educational, organisational and social aspects of nursery. We hope that you find our handbook informative and useful and that it will both encourage and enhance the partnership between nursery and home.

Should any questions be unanswered here, please do not hesitate to contact the school or speak to nursery staff.

Adele McMillan

Nursery Manager



Vision, Values and Aims

At Penninghame Nursery, we aim:

- To provide a safe, happy, caring, stimulating and secure environment for our children where everyone feels valued, included, and respected.
- To provide high quality learning experiences, indoors and out, so that each individual reaches their full potential, becoming successful learners, confident individuals, responsible citizens, effective contributors.
- To support children to risk assess their own play developing their independence and promoting early leadership skills.
- To work together with parents, carers and the local community as partners to improve learning and care.
- To value and empower our children and staff by recognising and celebrating successes and achievements

We have a clear vision:

To aspire to provide a safe, secure, happy, and nurturing environment, where children have the skills and opportunities to develop skills for play, life, learning and work.

We have a clear understanding of our values:

COMMUNICATION – We recognise the contribution families can make to improve our service. We rely on feedback from our stakeholders to reflect upon our practice and evaluate our current practices.

PARTNERSHIP - being reflective and learning from parents as partners, developing strong nurturing relationships. We value parental support and participation in what we regard as a partnership between home and Nursery.

NURTURED - We recognise the impact of early childhood experiences and value the rights and wellbeing of the children in our care.

SAFE - We respect and value the importance of working in partnership with parents and families to support the wellbeing of the children in our care.

INCLUDED - promoting a culture of inclusion, diversity, equality, fairness, and opportunity.

COMMITMENT TO EXCELLENCE – developing skills for learning, life, and work.

RESPECT - We respect and value the importance of a 'child-centred' approach to our care. We recognise that each child should be respected as an individual and their individual needs and interests.

Working together with Parents, Carers and Families

We believe that every day is a learning day and that learning is all around us. We aim to provide a variety of stimulating and high quality interactions to help your child play, learn and grow in a nurturing environment. We also involve children and parents/ carers in trying to continually improve.

We aim to provide all children with a wealth of experiences which will assist them develop self-awareness, a high level of self-esteem and equip them with the knowledge, understanding and skills they need to help them achieve their full potential.

We want you to remain fully involved in your child's education and we will offer many opportunities for you to come into the nursery to observe ask questions and assist. We value your support and participation in what we regard as a partnership between home and Nursery.

Information at a Glance

Early Learning and Childcare (ELC) Information

School Address

Penninghame Nursery
Auchendoon Road, Newton Stewart, DG8 6HT

Telephone: 01671 404744

Email address:

gw08officenurserypen@ea.dumgal.sch.uk

Parent Council Chairperson: Zoe Watson

Head Teacher Miss Leona Wallace

Registered Capacity 61

Start and finish times

8am-6pm

Keeping in touch

The Nursery has a notice board, which is located in the corridor near the nursery entrance, which will provide you with regularly updated information about the nursery. Regular newsletters, updates on Learning Journals, Big Book planning and learning are posted on our closed Facebook page for parents/carers to see.

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

Staff

Miss Leona Wallace
Headteacher



Mrs Kate Ross
Nursery Nurse



Miss Kerrie Plunkett
Nursery Nurse



Mrs Adele McMillan
Nursery Manager



Miss Lynne Jardine
Nursery Nurse



Miss Carolanne Cairnie
Early Years Support Assistant



Miss Katie Hay
Nursery Depute Manager



Mrs Lorna Marshall
Nursery Nurse



Miss Kirsty Henderson
Early Years Support Assistant



Mrs Karen Locke
Nursery Nurse



Miss Anya Wright
Nursery Nurse



Miss Heather McInnes
Early Years Support Assistant



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

Mr Darren Andrews Depute Head Teacher
Mrs Adele McMillan Nursery Manager

Induction and Transition - Settling In

All families will receive an induction pack before their child starts Nursery. Families are invited in to the setting for a pre-visit to become familiar with the Nursery environment. Current situations mean that unfortunately, normal settling in routines are carried out through video links and phone calls in order to keep everyone safe. Keyworkers work closely with parents and carers to ensure that the transition to Nursery is smooth and each child's needs and requirements are being supported.

Learning developing and growing

Play is crucial to children's development and is a motivating factor in their learning. Nursery curriculum, therefore is based on learning through play which is mainly child initiated. The Nursery staff will observe and evaluate the learning which is taking place through play and, where necessary, structure and guide it so that children derive maximum benefit from it. Intervention will not take place in a way, which is obtrusive and manipulative, but in a manner which will enhance and extend the play so that children can gain the maximum learning opportunities from it.

Your child will have an online Learning Journal profile, which contains information about your child's life in Nursery and at home. You are encouraged to login into your child's online Learning Journal at home to share with family members and also add any further learning from home. Your child will also have a PLP (Personal Learning Plan) staff track and monitor your child's progress. There will be ongoing opportunities when you can come along and discuss your child's achievements in more detail.

Loose parts play and play that promotes curiosity can be found embedded in what we do at Penninghame Nursery. When children interact with loose parts, this promotes curiosity and leads to problem solving and it enhances children's ability to think imaginatively and bring a sense of adventure to their play.

Opportunities to visit local places of interest in the community are part of the nursery curriculum and are considered important for the children's developing knowledge of the local community. Parents/carers are asked to sign a consent form on enrolment to cover these outings.



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/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.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf)

Parent/ Carer and Family Engagement

At Penninghame Nursery we strive on having a close bond with parents and a high level of family engagement. Family engagement within the Early Years sector encourages children to feel connected to their families and communities. It also allows parents and caregivers to feel connected to their children's learning.

In Nursery we work alongside Dumfries and Galloway's Family Learning group to deliver high quality PEEP sessions where parents/carers and children join in with songs, stories, rhymes and activities, at the same time parents/carers can achieve an accredited qualification. PEEP groups are to support families with their children's early learning in a fun and enjoyable way. The accreditation is designed to be flexible, enabling families to choose from a range of topics to learn.

Bookbug sessions are run within the Nursery and also with parents/carers where stories are read, songs are sung and lots of fun activities are carried out. There are many benefits including supporting children's language, learning and social skills. It also gives parents/carers the opportunity to engage in learning with their child and bring stories to life.



At Penninghame Nursery we have online Learning Journals where children's learning is logged, parents contribute to learning and can comment on any learning that their child has been observed doing. This online tool allows learning to be furthered at home through fun activities and ideas given from staff members. This online tool enables parents who cannot make it into the setting an opportunity to see the learning from the comfort of their own home.

Within Nursery, we love to welcome parents/carers into the setting who wish to talk about their job, any interests they have or any talents they have. This links the community to the setting and allows children to link learning from the community to the setting. If any parents or carers wish to contribute to our setting and offering up their skills or talents, please speak to a member of staff and this can be arranged.

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



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.