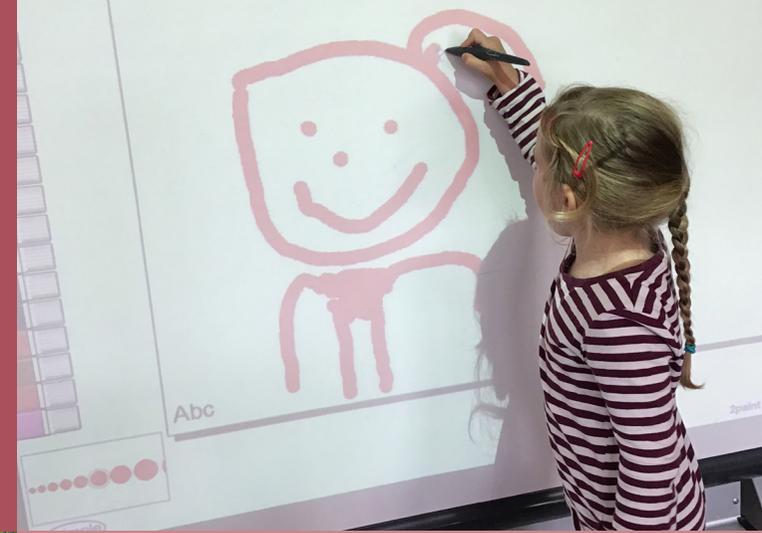




# Welcome to Castle Douglas Nursery



December 2021

## Welcome

Dear Parent/Carer

It is with great pleasure that I welcome you to Castle Douglas Nursery, a place where your child can learn and develop in a safe and nurturing environment.

At Castle Douglas Nursery, we are committed to making sure our children receive excellent standards of care. Child led learning is at the heart of everything we do and we want to support your child to explore their learning and interests in a way that they truly connect with. We are very lucky to have a fantastic team here at Castle Douglas with a range of experience who provide high quality learning through play led activities.

Modern education is a partnership between pupils, nursery staff and parents and we invite you to join us in making your child's memories at Castle Douglas happy ones, where every dream no matter how big or small is achievable.

We look forward to working in partnership with you.

**Miss Davies**

Head Teacher



## Vision, Values and Aims

Our vision at Castle Douglas Nursery is to embrace childhood as a magical time where play is at the heart of everything we do. Our nursery is designed to feel like a home away from home for children and their families. Parents will be actively included in their child's nursery journey and we want to ensure that you feel confident that your child is receiving the very best care and learning experiences possible.

At Castle Douglas Nursery we aim to:

- Provide a happy, secure and stimulating environment where your child's individual learning needs are acknowledged, embraced and met.
- Provide an environment where children can grow in confidence and give them the support to become independent with feelings of high self-worth.
- To equally value children facing additional challenges and ensure that the environment, provision and support meet the child's individual needs
- To encourage each child to develop a sense of responsibility for themselves and have respect for others in their learning environment.
- Heighten your child's awareness of race, religion, culture and special needs of individuals.
- Provide a stimulating and challenging range of activities that will engage children and develop their curiosity, enquiry and creativity.
- Develop a positive attitude to learning where your child is fully engaged, that will support them through life.
- Value and incorporate all aspects of children's lives, building a strong partnership with the local community and future schools to create positive transitions.

We value your child's happiness and wellbeing and their ability show kindness and compassion to others. We want our children to recognise the importance of integrity and making the right choices at nursery. We will support our children to value and challenge themselves and for them as individuals to aim high and reach for the stars. Through effective teamwork, open lines of communication and in partnership with our parents, we will work towards the realisation of our visions, aims and values at Castle Douglas Nursery.

## Working together with Parents, Carers and Families

Working in partnership with parents and carers is central to everything we do at Castle Douglas Nursery. Consultation with you about your child's early experiences helps us plan for effective learning at the setting based around your child's interests. This will also support you to continue your child's interests from nursery at home and vice versa. It will also create a positive partnership between us enabling us to achieve the best possible outcomes for your child.

Our staff team are always happy to discuss with parents any aspect of their child's progress or indeed any general nursery issues. Often this may simply take place at the door at home time. If you feel there is a matter which needs to be discussed privately we encourage you to make an appointment with the nursery manager or your child's key worker. You will also have the opportunity to meet with your child's key worker every 6 months to update your child's care plan. We encourage parents of our pre-school children starting school to meet with the nursery manager to discuss your child's readiness for school and what learning opportunities we can provide them at school to suit your child's individual needs.

We understand that life can sometimes be hectic and you may not often pick up your child from nursery. We will always make sure that you are actively involved in what your child has been doing at nursery

# Information at a Glance

## School Address

Castle Douglas Primary Nursery  
Jenny's Loaning, Castle Douglas, DG7 1JA

Telephone (01556) 502 071

E-mail  
[gw08officecastle@ea.dumgal.sch.uk](mailto:gw08officecastle@ea.dumgal.sch.uk)

Parent council chairperson Mary Deveraux

Head Teacher Susan Davies

Registered Capacity 48

## Staff



**Mrs Reid**  
Nursery Manager



**Mrs Gowans**  
Nursery Nurse



**Mrs Donnelly**  
Nursery Nurse



**Mrs Mckerlie**  
Nursery Nurse



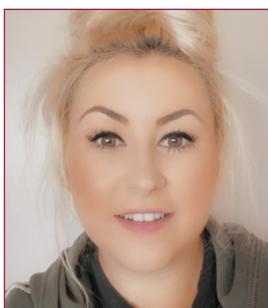
**Kirsty Denholm**  
Nursery Nurse



**Melanie Martin**  
Nursery Nurse



**Miss Renwick**  
Nursery Nurse



**Miss Mclellan**  
EYSA



**Mrs Garside**  
Nursery Nurse



**Miss Potts**  
Nursery Nurse

## Start and finish times

8.30 am - 3.30pm

## Keeping in touch

The nursery has a dedicated Clas Dojo where you can look at all the fun experiences the children have been participating in. You can also access the school's website, where there will be regular ELC updates. We also have our online platform, Learning Journals, where you can engage with your child's learning and add comments and suggestions. There will also be regular updates on the nursery notice board, any suggestions or matters of concern can be discussed with any member of staff at any time.

## 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

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 Mrs Reid**

## Induction and Transition - Settling In

At Castle Douglas Nursery we recognise the importance of smooth transitions for all of our children into nursery to enable them to feel happy and content. Parents and carers are a child's first and foremost educators and we will work closely with you and other professionals to promote continuity for all children during their transition into nursery. We will carefully plan activities, provide appropriate resources and arrange visits to the setting which will be tailored to suit your child's individual needs. These positive transitions will enable our children to develop confidence and acquire skills to manage change during their time with us and beyond.

## Learning developing and growing

### We are all unique!

Each child brings their own character and personality into our nursery and we want to ensure that every individual child's learning experience is unique. We recognise that our children have their own set of abilities, gifts and potential which means they are all amazing in their own way!

We work to provide an environment that is warm, stable and caring so that your child can feel emotionally and socially secure. A place where you child is valued and accepted as themselves at all times, where they are free to explore, experiment, discover and learn. Our nursery is a rich environment which allows each child to reflect and learn at their own pace in a way that they truly connect with.

At Castle Douglas nursery we aim to develop your child's learning moment-by-moment, we will always be aware of individual children's needs and interests through observation. We will always be thinking about what your child's play tells us about their thinking and we are always ready to respond by using appropriate strategies at the right moment to support children's well-being and learning.

### Learning through Play

Play is the natural way in which your child learns. Our nursery is a well-resourced setting which will support your child to develop their curiosity during play. Our amazing team will support your child to actively make choices in their learning and sensitively direct each session to ensure that the children feel inspired and supported. During your child's nursery day they will be able to access self-selected resources which will allow them to develop their curiosity, enquiry and creativity. With this approach to your child's learning we can take what each child offers in their play. Enjoy it, reinforce it and build on it to help them find a sense of fulfilment and achievement.



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



## Parent/ Carer and Family Engagement

At Castle Douglas nursery we value the role of parents/carers have already played in the education of their child, we also realise that your continued involvement is essential if your child is to receive the most from their nursery experience. Therefore, we believe that an effective partnership between home and nursery should be developed as fully as possible.

This means:

- Parents/Carers are always welcome into the nursery.
- Parents/Carers expertise is recognised and used.
- Parents/Carers are given full access to nursery policies and procedures.
- Parents/Carers are given access to information about the nursery curriculum.
- Parents/Carers can contribute to and are fully informed of their child's progress and achievements.
- Opportunities for learning provided at nursery are continued at home (e.g. story sacks)



## Helping in the Nursery

Parental help during sessions is very welcome. If you would like to help then please ask a member of staff for our Adult Helper Form. This should be completed and returned at your earliest convenience. If you feel that you have a particular skill which you could share please let us know. Our children lead their learning so we can incorporate it in at a time where it would interest them.

When a parent can commit to regular help the Nursery will make a PVG (Protecting Vulnerable Groups) check, please speak to a member of staff who will provide you with more information.

## Working Together

The most important way to support us at nursery is by caring for your child and being actively involved in what they are participating in at nursery. You can assist the nursery staff by:

Informing staff if there is someone new picking up your child.

Ensuring that your child brings weather appropriate clothing and footwear.

Naming items of clothing such as sweatshirts and coats.

Letting us know if you have a change of address, phone number or carer.

Letting us know if anything is upsetting or worrying you child.

Opening evenings and stay and play sessions will be held throughout the year where parents will have the opportunity to come and see what your child has been doing at nursery and play alongside them. During these sessions you will be able to catch up with your child's Key Worker to discuss your child's progress and next steps in their learning.

## 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](http://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.