



# Welcome to

## Creetown Early Learning and Childcare Setting



December 2021

## Welcome

The staff and children of the school would like to extend a warm welcome to you to Creetown ELC setting. We hope this handbook will help you find out what goes on in the setting and answer some of the queries you may have.

We think it is important to provide high-quality experiences which we know will help children's emotional, social and intellectual development. All of the staff in the setting work very hard to ensure that the children have an enjoyable, positive and productive experience in nursery. It is very important for your child's learning and development that good, positive communication is established between nursery and home. Daily opportunities will be given for talking to ELC staff, and if you have any questions or concerns please don't hesitate to contact the school.

We invite you to join with us in making your child's memories of Creetown ELC happy ones.

### **Joy Bell**

Headteacher

### **Joanne White**

Nursery Manager

## Vision, Values and Aims

The joint school and ELC vision is T E A M – Together Everyone Achieves More.

In Creetown Primary and ELC we value:

- Care and consideration
- Teamwork
- Honesty
- Kindness
- Respect
- Commitment

Creetown ELC setting aims to foster learning through play. Each child brings with them their own unique personality, set of experiences, abilities, skills and gifts. We want to ensure that your child knows that they are valued, that they feel safe and that they are cared for in a warm, stable and secure environment.

It is our aim that all children in Creetown ELC setting:

- know who can help them in nursery
- can access all areas of the nursery
- are learning to look after themselves for the next step in learning and life
- are part of a safe community and friendly nursery
- try new things and always try their best
- look after and respect their nursery

To achieve a safe and happy learning environment, the children need to understand what is expected of them and what the boundaries are. Staff aim to develop children's socially acceptable behaviour in a positive way, encouraging children to share, play co-operatively, be polite and listen to others. The children are often reminded, and help to remind others, that 'we're all friends together at Creetown nursery'.

Within the setting we promote healthy and active lifestyle choices, helping the children understand how to be healthy and happy both in setting and in the wider world. With free movement and daily access to an enclosed outdoor area and two spacious indoor rooms, children can make the choice about the areas that they access, the people that they play with and the resources that they use.

## Working together with Parents, Carers and Families

### **Parent Council and Parent Forum**

Every parent who has a child at our school and nursery is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum.

These groups have been established to strengthen links between the school and all of our parents. The Parent Council will seek to play an active role in supporting parental involvement in the life and work of the school and provide opportunities for parents to express their views.

Nursery parents are welcome to attend and be involved in the discussions at meetings. Please contact one of the parent members if you have an issue you would like discussed at a meeting. The details of current members can be obtained through the school office or nursery staff.



# Information at a Glance

## School Address

Chain Road, Creetown, Newton Stewart, DG8 7JR

01671 820243

Email:

[gw08officecreetown@ea.dumgal.sch.uk](mailto:gw08officecreetown@ea.dumgal.sch.uk)

Parent Council Chairperson    Currently vacant

Parent Council email

[creetownprimarypc@gmail.com](mailto:creetownprimarypc@gmail.com)

Head teacher

Joy Bell

Registered Capacity

30

## Start and finish times

8:30am – 3:30pm each day and attendance times can vary per child, based on parental request

## Keeping in touch

Various methods of communication are used to keep in touch with parents/carers. Daily/informal communication will come via staff members at drop-off and pick-up times. Emails or Groupcall texts will be used to send all ELC families newsletters and information that they need to know. The nursery does have a Facebook page however it is not routinely used at present to share learning or information from the setting. The school blog is used to share some learning experiences with families, including newsletters and pictures/videos.

## Staff

Miss J White	Nursery Manager
Mrs J Warnock	Nursery Nurse
Mrs N Todd	Nursery Nurse
Mrs S Bodle	Nursery Nurse
Ms E Brodie	Nursery Nurse
Miss R McKie	Early Years Support Assistant

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 Miss Joanne White

## Induction and Transition - Settling In

Parents/carers are contacted by the Manager prior to their child starting nursery in order for important information to be recorded before the child starts, including allergies and intimate care routines. This will ensure that staff can best support your child in their start in nursery. A small welcome pack will be posted out to families with relevant information for starting. Dependent on guidelines and mitigations in place at the time, short induction visits may be offered to allow you and your child to meet the staff and explore the setting before they start their official sessions. This offer will be communicated directly to families if applicable

## Learning developing and growing

The staff at Creetown believe that the early years of childhood play a vital part in influencing the future lives of children. Creetown ELC is a place where your child is accepted and valued as their selves, and they are free to explore, experiment, discover and learn at their own pace. The staff sensitively direct each session and support children to contribute to and begin to lead their own learning experiences. With this approach, we can take what each child offers in their play, enjoy it, reinforce it and build on it to help them find fulfilment, confidence and a sense of achievement. This will be reflected within your child's PLP folder and the nursery Big Book, which we display pages of in the window for parents/carers to enjoy looking at. Progress report updates are provided by the child's keyworker throughout the year to highlight the main areas of development and achievements of the child. Progress reports will also provide some simple next steps that the children are being supported to work towards.

When you come in to the setting it might appear that your child is 'just playing'. They are not – they are learning and developing! Your child is working as hard as any adult ever does. Play is the natural way in which your child learns and enquires about the world around them. The staff provide some provocations, and will listen to children's interests to provide challenge and progression in the learning experiences and activities provided. This will help to lay the foundations for success in your child's future efforts to learn. In order to promote this, the nursery follows the Scottish Government Curriculum for Excellence to provide play-based experiences and opportunities to enhance your child's learning and development during their time with us. We also use key guidance within Realising the Ambition: Being Me and Pre-Birth to Three to ensure that we are trying to get it right for each individual child.



## 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

At Creetown nursery we value the role of parents as educators and wish to involve them as much as possible. Depending on guidelines and mitigations in place this is achieved in a variety of ways including joining in excursions, helping with activities and staying for 'stay & play' sessions or supporting your child to extend their learning with some simple home learning activities. Other home school projects may include shared home school resources and fundraising events. As well as involving the nursery parents through the daily running of the nursery we ensure that parents feel welcome at all times, and we want them to feel at ease to ask questions or raise concerns at any time.

The CAPER (Children and Parents Enjoy Reading) scheme is our shared home school resources scheme which runs at two levels, story bags and CAPER books. Both involve the child selecting a book/bag and then enjoying reading it together with their parent/carer over the coming week before returning it and choosing a new one.

The nursery has a display window which provides parents/carers with information about the nursery including reminders of events, Big Book pages and the snack menu for each week and daily lunch options. Parents/carers are also sent regular newsletter sharing the children's learning and upcoming events and/or holiday reminders. Parent/carer views can be sought through questions on the newsletters, or through other simple questionnaire methods (usually Microsoft Forms online). This encourages and allows families to be partners in our planning, development and improvement of the setting.

## 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)

## Uniform

Nursery uniform (the same as the main school's school wear) can be ordered and paid for online by yourself. To do this, please visit:

[www.border-embroideries.co.uk](http://www.border-embroideries.co.uk) - please direct yourself to the 'find your school' tab, where you can search for Creetown Primary School.



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.

