



# Welcome to

St Teresa's Early Learning  
and Childcare Setting



January 2022

## Welcome

### Maximum 150 words

The staff and pupils of St Teresa's 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.

**Janet Harper**

Nursery Manager

## Vision, Values and Aims

St Teresa aims are that the children will gain many learning experiences and opportunities through play and role modelling and guidance from highly qualified skilled staff. Our values are for all stakeholders to be respected, nurtured, feel safe and feel they are supported to become resilient and engaged within the nursery community. Our visions are for children to become confident individuals, responsible citizens, successful learners and effective contributors within our society.

## Working together with Parents, Carers and Families

It is helpful if you can provide a change of clothes that can be left in a bag on your child's name peg, this is in case there is a toileting accident or your child gets wet clothes while playing at the water tray. Please send children in clothes that you do not mind getting messy as it is an important part of children's development to explore tactile play such as mud, gloop, paints. We do encourage the children to wear aprons but sometimes mess just gets on to clothes however hard we try! We also have a St Teresa's nursery uniform which is not compulsory and can be found at <https://myclothing.com> – Any colour can be chosen (own choice). At the start of the session please let us know if someone else is picking up your child.



# Information at a Glance

St Teresa's Nursery  
Lochside Road  
Dumfries  
DG2 0DY

Telephone: 01387 255732

Email address:  
[gw08office4@glow.sch.uk](mailto:gw08office4@glow.sch.uk)

Parent Council Chairperson: Jeni Learmont

Parent Council email:  
[jenilearmont@gmail.com](mailto:jenilearmont@gmail.com)

Head Teacher Miss Blount

Registered Capacity 36

## Start and finish times

Start 8.30am

Finish 3.30pm

## Keeping in touch

You can contact the nursery team by phoning the school on 01387 255732 or emailing the Nursery Manager at [gw09harperjanet@ea.dumgal.sch.uk](mailto:gw09harperjanet@ea.dumgal.sch.uk)

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

## Staff

**Janet Harper**  
Nursery Manager



**Joanne Ackland**  
Early Years Practitioner



**Michela Curci**  
Early years Practitioner



**Kerry Venner**  
Early Years Practitioner



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**

Elizabeth Blount and Janet Harper (Nursery Only)

## Induction and Transition - Settling In

St Teresa's ELC want to get it right for all children, a smooth and happy transition is crucial for settling into nursery, we will contact you before your child starts their place and discuss how we can help each other through this transition period so families feel secure and happy when their child attends. As we are within the school the children naturally make links to primary one as they meet school staff in the corridors at events or visiting the classrooms to borrow resources. Nearer the time your child starts school the children are matched with p7 buddies.

## Learning developing and growing

Throughout the year we monitor your child's progress. Each child has their own special online learning journal; this allows you to look at your child's progress and learning instantly from home. We encourage families to also share home learning on their child's online journal so we can celebrate home learning success also with your child at nursery.

At St Teresa's nursery we follow the Curriculum for Excellence early level and also use guidance from Realising the ambition- being me. Within the nursery we build upon the valuable learning experience the children have had at home, in playgroup, in other nurseries, with extended family and friends, we realise each child is special, individual and unique.

When your child comes to nursery they will be learning through play and having lots of fun. All of the activities you see in nursery such as the role play area, sand, water, garden, mark making table, jigsaws and many more have lots of learning behind them.

Through the activities in nursery, children learn such amazing things such as literacy, numeracy, science, how to keep well and healthy, how to be creative, how to use technology and learn about different cultures and the rights of a child. The nursery staff can plan activities, experiences and provide resources which encourage your child to develop socially, emotionally, physically and intellectually. Through play children learn the importance of communication when mixing with their peers.



## 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

With everyone participating and working together we can help make nursery a successful experience for your child. A copy of our participation policy is enclosed in your family pack. Some suggestions how you can do this as parents and carers are:

- Talking with your child about their experiences at nursery
- Talking to the staff about your child
- Filling in any forms and returning them on time
- Coming to nursery for open days/nights
- Filling in questionnaires and evaluations which are sent out



- Helping with events such as trips and fund raising activities
- Joining St Teresa's parent council
- Being a parent helper
- Taking part in CAPER and returning books on a Friday

As staff we will:

- Keep you informed about what is happening by newsletter, posters, parent appointments, big books, wall displays photographs and Facebook
- Keep up to date with current thinking/ideas
- Listen and respond to feedback/suggestions from children, parents and carers
- Include you in your child's learning through newsletter, their special book, family fun groups, Facebook and open days

Please could you choose shoes slip on or Velcro shoes, shoes with laces and buckles are not suitable for nursery as the children cannot manage to open and put them on themselves.

## 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 nursery staff 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)

**Car Parking** - Parents and carers parking are provided outside the school gates. This helps to keep the children safe as you are able to walk along the pavement by the school fence.

**Cycle Helmets** - We have outside wheeled toys such as trikes/scooters and the children really enjoy using them. Our hard surface outside is tarmac, if you wish your child to wear a helmet please bring one to nursery where we can keep it for your child to wear.

Finally, we hope the information given is helpful. There is so much more to nursery than we have been able to outline in this booklet. Any questions/queries please ask. We wish you and your child a happy time at St Teresa's Nursery.



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.