



# Welcome to

Kirkcudbright Primary Early Learning and Childcare Setting



April 2022



## Welcome from Nursery Manager

We are delighted to welcome you to Kirkcudbright Primary School Nursery, as part of our school community and as a partner in your child's education. We recognise that parents and carers are the key educators of their children and we look forward to developing a partnership with you in order to support your child's development. Through our shared responsibility with you we can make decisions together that ensure the best start for your child.

In our nursery we focus on the wellbeing, happiness and holistic development of each child, providing the support necessary to enable them to care for themselves and each other. We believe that children learn through play, when children are engaged they will learn. Staff are committed, experienced and passionate about caring for your child within a safe and secure environment.

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

**Hazel Hughes**  
Nursery Manager



## Welcome from the Head Teacher

The staff and pupils of Kirkcudbright Primary School and Nursery extend a warm welcome to all parents and their children.

We strive to make our school and nursery a happy, caring and stimulating place. Our staff are committed to providing the best possible care and education for all our pupils. We encourage children to solve problems, think creatively and to share their ideas. We value kindness and respect for others, we request the assistance and co-operation of all parents to support these values.

Our handbook is provided to familiarise you with some of the educational, organisational and social aspects of our Nursery. We hope you find our handbook useful, should you have any questions please do not hesitate to contact us. I look forward to meeting and working with you in the future.

**David Stevens**  
Head Teacher



## Vision, Values and Aims

Everything we do in Kirkcudbright Nursery is based upon relationships and as a team we strive to develop positive relationships with all our children and families, with each other and all our colleagues.

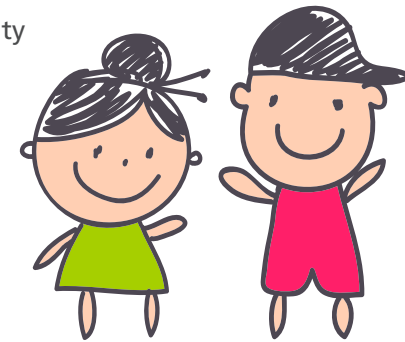
### Our Vision

Our vision is to have a happy, fun, caring and safe nursery where staff, children and families and all partners work together to provide a variety of experiences that inspire confidence, curiosity and creativity.

### Our Values

We believe in **CHILDREN**

- C** - Compassion & Curiosity
- H** - Happiness
- I** - Inspiration
- L** - Love
- D** - Dreams & aspirations
- R** - Respect
- E** - Equality & equity
- N** - Nurture



### Aims

In our nursery we aim to:

- Promote early learning and childcare as a vital part of child development which focuses on health & wellbeing, literacy and numeracy
- Create a stimulating environment which is caring and challenging and meets the needs of all our children.
- Encourage an environment of mutual respect and fairness so that children develop a sense of emotional harmony
- Put relationships at the heart of everything we do because when we all work well together great things can happen.

# Information at a Glance

## School Address

Kirkcudbright Primary School  
St.Mary's Wynd, Kirkcudbright DG6 4JT

Telephone: 01557 332610

Email address:

[gw08officekirkcubri@ea.dumgal.sch.uk](mailto:gw08officekirkcubri@ea.dumgal.sch.uk)

Parent Council Chair	Mrs H Mitchell
Head Teacher	Mr D Stevens
Depute Head Teacher	Mrs K McClelland
Registered Capacity	60

## Start and finish times

Nursery Open Times: 8.30am - 3.30pm

## Keeping in touch

The nursery communicates with parents in a variety of ways including text messaging, telephone, email, newsletters and face to face contact. It is important to keep us informed of any changes of address, telephone numbers (including emergency contacts) and email address. We have a private Facebook group that you will be invited to join once your child has started with us. We use Learning Journals software to share photographs, observations and information about your child's learning and experiences at Kirkcudbright Primary School Nursery. This enables us to communicate directly with you and work together, and for you to share achievements and activities at home as well.

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



**Mrs H Hughes**  
Nursery Manager



**Mrs L Wylie**  
Nursery Nurse



**Mrs H Rudd**  
Nursery Nurse



**Mrs J Graham**  
Nursery Nurse



**Mrs M Martin**  
Nursery Nurse



**Mrs A Storey**  
Early Years Support Assistant



**Miss V Murray**  
Early Years Support Assistant



**Miss M Carson**  
Early Years Support Assistant



**Miss S Anderson**  
Early Years Support Assistant

**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 Mr David Stevens**

## Induction and Transition - Settling In

### Nursery Induction

All new nursery children are invited to visit with a parent in the term before they are due to begin nursery. This enables the children to begin to familiarise themselves with the setting, staff and other children and it gives parents a chance to see what is on offer and ask any questions you may have.

### Settling in

Settling your child in to nursery may take time. It is important to remember that no two children are the same and for some children this may be the first time they have been away from their parents. It is a big step on their journey to independence and we are there to support you and your child during this time.

## What to wear to nursery

Comfortable play clothes are best. Some of our activities can be messy and although we provide aprons for the children to wear, we ask you not to dress children in their good clothes.

If your child is toilet training easy to pull up and down trousers, like joggers, are ideal. We encourage the children to be as independent as possible in going to the toilet etc. therefore it is best to avoid dungarees, playsuits and belts. It is also helpful if children can come to nursery in shoes they can put on and take off themselves.

On cold or wet days please ensure your child has a warm waterproof coat and a pair of wellies and when the weather gets warmer, please bring a sun hat and a bottle of sun cream with your child's name on it. Staff can reapply sun cream with your consent.

Children can wear Kirkcudbright Primary School sweatshirts or polo shirts but they are not compulsory. These can be bought locally, please ask staff if you would like more information.

## What your child should bring

Each child has a gym sack on their peg in the cloakroom and this is for spare clothes. Bags should only be brought when your child is topping up their gym sack with spares. Please also bring a pair of easy to fasten indoor shoes. Please ensure your child has at least one complete change of clothes and can we ask that everything is clearly named. Children can become upset if they are unable to find their belongings. If required, please also send nappies or pull-ups and wipes.



## 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

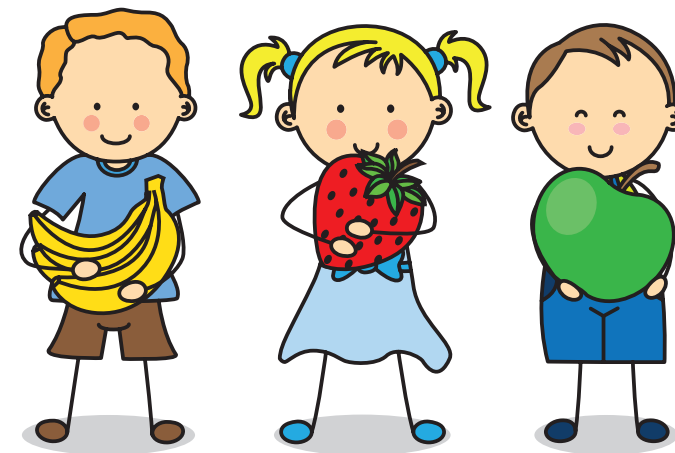
With the introduction of 1140 hours, children attending all day have the entitlement to have lunch provided. This is a time where children will have the opportunity to develop and learn new skills. They will be able to choose their lunch, self-serve as well as having the opportunity to further develop 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 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

As first teacher of your child we value the important role you play in the development of your child. Your role is crucial because you understand and love your child best. Your child will learn better the more you encourage and support them. Each child's success at school is directly linked to their parents/carers involvement in their learning. There are many ways you can support your child's learning at home. Here are a few examples of activities that your child will enjoy doing and they will be learning important skills too!

- Let your child set the table for meal times and talk about how many knives, forks and spoons they will need for everyone.
- Count the number of stairs each time you go up or down. Count upwards on your way up and count backwards on your way down.
- Singing songs and rhymes is a fun way to help children develop their speech, language and listening skills.
- Stories are a nice way for you and your child to spend time together. You are also supporting their language skills by exposing them to new

vocabulary. They also begin to hear the pattern and rhyme of words and understand that written words have a meaning.

- Going to the park or playing in the garden are a great way for children to develop strength and coordination and learn about the weather, seasons and the world around them.

At Kirkcudbright Primary School Nursery the central focus is on play because we know that this is how children develop and learn best. Play is where children explore, imagine, investigate recreate and come to understand their world. We use a child led approach to learning and take our lead from each individual child and by observing their actions, emotions and words we can actively respond to their changing needs.

Enabling learning through play is a skilful job. Interactions rather than interruptions are central and key to successful practice.

More information about play and general child development can be found at

[www.parentclub.scot](http://www.parentclub.scot)

## 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

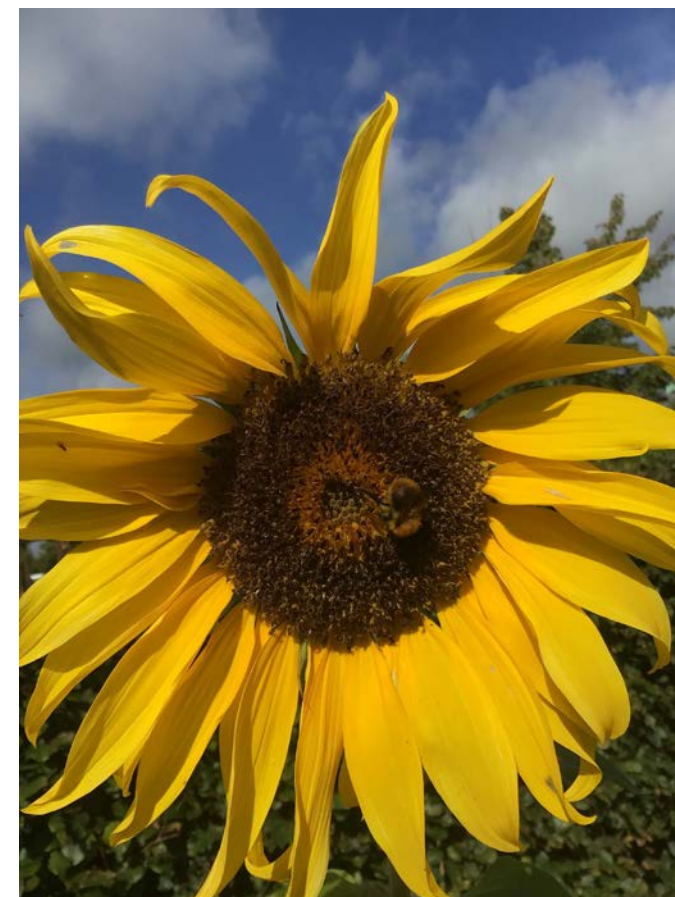
Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

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.