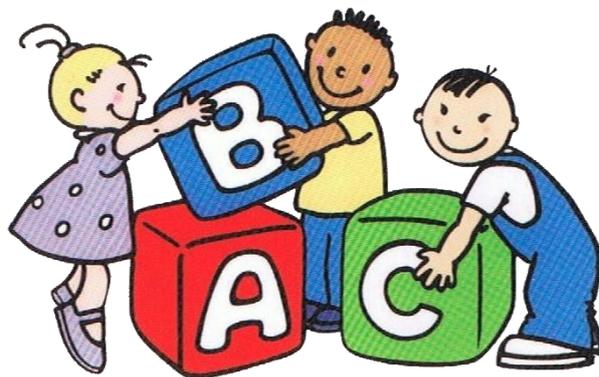


Carrick Knowe



Primary School Nursery



Telephone: 0131 334 7213

Online: www.carrickknoweprimary.com

WELCOME TO CARRICK KNOWE NURSERY

Please note this handbook has been written in reference to our normal nursery practice.
Please see our 'Nursery Parent Guide' for current information

We have put this booklet together to help you and your child to enjoy the first stages in his/her formal education. We hope that it will help your child make the transition from home to school into a very positive experience. What might seem a large playroom is in fact a carefully structured learning environment in which Nursery staff encourage and direct your child's natural curiosity into worthwhile learning activities.

As a Nursery staff team we aim to:

- *provide a happy and challenging environment where each child is able to develop his or her social, emotional, physical, aesthetic and intellectual skills at his/her own pace*
- *make everyone – parents/carers and children feel valued*
- *promote confidence and independence in the individual child by encouraging the children to assess and take risks*
- *be an open nursery where parents are happy to be involved in their child's education*
- *develop as an efficient, professional team*

Our Nursery is committed to working in partnership with parents. As well as constantly striving to build children's self-esteem and confidence, this Nursery places a high importance on the safety and protection of children. The Nursery has in place Child Protection Guidelines that all staff must follow where there are concerns about a child. Should any parent wish to see the Guidelines these can be made available.

What follows is some information we hope you will find useful as your child begins a very important part of their education. We encourage you to be involved as much and in anyway you can in the life of our Nursery.

We have undergone inspections by the Care Inspectorate and we proudly display their certificate on the wall in the Nursery. If you would like more details on the process please contact any of the Nursery Team.

However we are constantly striving to provide the best possible service for our children and their parents and throughout the year you will be kept up to date with changes, new initiatives, events and so on happening in our Nursery.

We all look forward to getting to know you and your child better and to working alongside you in their education.

The Nursery Staff

HEAD TEACHER: *Mrs G Canning*

DEPUTE HEADTEACHER: *Mrs C Iley*

**EARLY YEARS
OFFICER:** *Mrs K McKay*
Mrs F Lindsay

**EARLY YEARS
PRACTITIONERS:** *Mrs N McCann*
Mrs N Grant
Mrs G Cooper
Mrs F Rickis
Mrs N Miller
Miss G Bremner
Miss C Anderson
Mrs S Martin

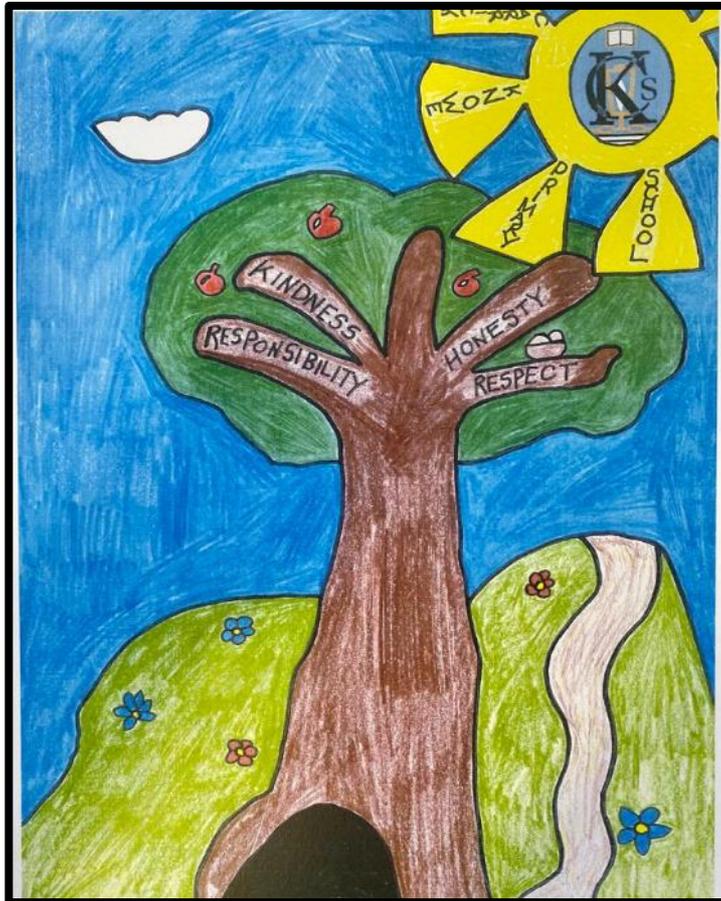
DOMESTIC ASSISTANT: *Miss C Grieve*

TRAINEE EYP: *Miss P Linn*

Carrick Knowe Values

At Carrick Knowe we are proud of our whole school values and try to promote these throughout all aspects of Nursery life. They are as follows:

Kindness, Honesty, Respect and Responsibility

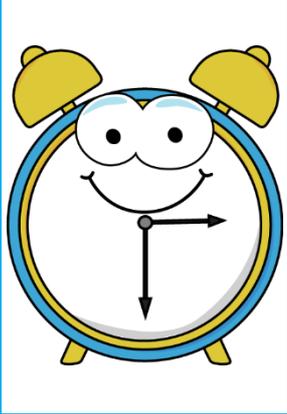
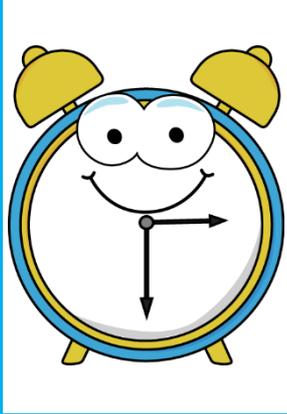


Starting Nursery

Your introduction into Carrick Knowe Nursery will involve a 1 hour settling in session where you will meet your child's keyworker and be given further information about the nursery. Following this, we pride ourselves in recognising each child as an individual and therefore we will adapt the settling in period to best suit your child's needs.

At Carrick Knowe Nursery, we use an electronic profile called Learning Journals. Observations of each individual child, including photographs and videos, are made throughout the nursery year and build towards a pupil profile. Parents are invited to view these profiles through a weblink.

Session Times

	<p><u>Session times</u></p> <p><u>Full Time Session:</u> Mon, Tues, Wed, Thurs: 8.30am - 3.00pm Fri: 8.30am - 12.30pm</p>	
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To make full use of the Nursery facilities children should arrive during the first **15 minutes** of a session and should be collected **15 minutes before the end** of a session, to allow your child time for independent dressing. Council Policy is that parents/carers should inform the Nursery if your child is going to be late or absent - 0131 334 7213.

Arriving at the Nursery

Please use the main door, and to ensure the safety of all children we ask you to **make sure it is closed behind you**. Prams or buggies **must be** left in the Pram Park to avoid congestion in the doorway or cloakroom. Please also note that dogs are not allowed within the school grounds.

Ways To Help

Your child will have his/her own peg with a nametag and symbol for easy recognition. You are also welcome to leave Wellingtons on the floor under their peg.

Please encourage your child to hang up their snack card independently.

PLEASE MAKE SURE that names, addresses and telephone numbers of adults other than parents who may collect your child are kept up to date on the admission form. This saves your child and the staff needless worry when emergency situations arise.

PLEASE tell the Nursery staff if somebody else is collecting your child.

CHILDREN CAN NOT BE SENT OR COLLECTED BY ANYONE UNDER 16 YEARS OLD

We all want your child to be safe in our care.

Dressing For The Nursery

It is best to send children in **EASY FITTING PLAY CLOTHES**. Trousers with elasticated waists without buttons are preferable to dungarees to allow children to go to the toilet independently. Outdoor play is available throughout the year, therefore it is essential that children have clothing suitable for all types of weather - protection against the sun/warm jackets on cooler days.

If it is raining, you are welcome to bring a change of shoes for your child rather than wearing wellies whilst indoors.

We ask that personal toys are left at home as lost or damaged toys cause great distress. In order that children can participate fully in all aspects of the Nursery curriculum, e.g. our outdoor area and painting activities, we recommend that they do not wear "best" outfits, as activities can be messy! No dressing up clothes please including all in one costumes.

To save confusion, all clothing and footwear should be clearly labelled with your child's name. PLEASE! We cannot stress enough the importance of labelling all clothes, especially gym rubbers, as they all look the same!

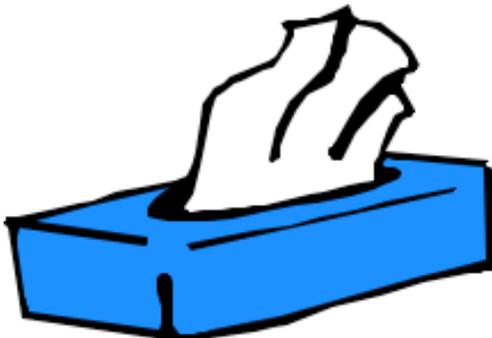
The Nursery cannot be responsible for lost items of clothing, gym rubbers or toys.

Independence

Encourage your child to go to the toilet independently (help is always on hand in the Nursery - just in case!).

Encourage your child to dress him/herself, especially fastening a coat or putting on boots or shoes.

Please show your child how to blow his/her nose on a clean tissue — being able to cope with ordinary everyday things make such a difference to your child's self-esteem.



←←←
Please bring one box of tissues
per year to the Nursery.
←←←

Snack

Children will be provided with a small snack and a drink of milk or water during the morning and afternoon. We try to promote healthy eating by giving bread, cheese, fruit or vegetables.

We request that no food of any kind is brought into Nursery because there are children with severe allergies. Packed lunches for lunchtime or which have to be taken to Childminders can be handed to staff for storage.

ALLERGIES - Please let staff know of any allergies your child may have.

Illness

We expect you to bring your child to Nursery regularly. However, if your child seems unwell please do keep him/her at home. In the case of sickness and diarrhoea please allow **48 hours** clearance of symptoms before your child returns to play with other children.

To help alert other parents of potential problems, e.g. German Measles which can be disastrous for a new mum-to-be, please inform Staff who will display this on the Bugs Bulletin board in the Nursery.

Absence

Please inform staff the reason for any absence, preferably before the beginning of their Nursery session, also if you have any holidays planned during term time please advise us of the dates. (Nursery telephone No. is 0131 334 7213). If staff are unavailable to take your call please leave a message on the answering machine. Staff will return your call as soon as possible.

Bumps and Bruises

From time to time the inevitable will happen and your child may fall over or be involved in an accident. We record all of these incidents in our accident book. Whoever is picking your child up will be informed of the incident, asked to sign this book and a paper copy of the incident will also be given.

Need to Rest or Sleep

If a child needs to rest or sleep, staff make them comfortable in a quiet supervised area. If we are concerned your child may be unwell, we will contact you and we may recommend that they go home early.

Extra Facilities for Families and Children

The Family Room

This room is used for several different purposes:

- Allowing parent/carers to remain in the building whilst their child is settling in to nursery.
- A space where parent/carers can speak confidentially with nursery staff and/or other agencies.
- Access to up to date information e.g. Nursery policies, community events/leaflets, Health and Wellbeing resources.



At no time should any child be left unattended in this room and we ask for your co-operation in keeping this room tidy.

Books and Games

With the help of funds raised by parents and friends, a lending library for books has been set up. Bedtime stories are also available on a rack outside the nursery door for you to borrow and share with your child at home. **Please return these to the nursery when you are finished so other families have the opportunity to use them.**

Suggestions for new books are always welcome too. Any books in good condition are also useful if you are having a spring clean at home.

Please Can You Spare Some Time?

- We welcome help with maintenance of Nursery resources or upkeep of the Nursery garden. Volunteers to help run the Library would be greatly appreciated.
- Parents who are willing to work with a small group of children or help by going along on outings make such a great contribution to Nursery life - and it is good fun too. Please let the Staff know if you can help in any of these ways as it is a great way to become involved in your child's education.

Parent Council

There is currently one Nursery Parent Representative on the Parent Council. If you wish to join the Parent Council or would like to find out more about what they are about, visit our website www.carrickknoweprimary.com.

The PC also have a fund-raising committee who help to organise social and fund-raising activities to support the work of the Nursery. Again, if you are interested in helping with fund-raising, please tell a member of staff or find out more information on our website www.carrickknoweprimary.com.

Nursery Trips and Visits

Throughout the year we will encourage the children to become more familiar with their local area: this could be visits to the library, shops, parks etc. A KIC form will need to be completed before any child can leave the Nursery.

Visitors

We always enjoy having visitors in the Nursery. In the past we have had a piper, a firefighter and a paramedic — all parents or friends! If you have a hobby or a talent — don't be shy! Share it with your child and his/her friends. We look forward to meeting you.

Road Safety

The school is actively involved in encouraging all parents, carers and visitors to the school to have concern and consideration for all those coming into the school.

The children are encouraged to develop their road safety awareness through discussions and activities in nursery. We hope to raise awareness among pupils, parents and staff of issues of safety when out walking, cycling or travelling in any way.



The aims of this initiative are as follows;

- *To encourage physical fitness and to teach children how to walk to and from school safely.*
- *To raise concern for the environment.*
- *To reduce traffic congestion, pollution and speed near schools.*
- *To raise awareness of how walkable a community is and how improvements can be made.*

There are great problems at our school gate and on neighbouring streets because of the numbers of cars when people come to drop off or pick up children.

We ask you to leave the car behind and walk to school with your child or see if you can organise groups walking together so that parents can share the supervision.

School Grounds and Parking

Unfortunately many people have ignored requests to co-operate with school policy for only using the pedestrian entrance when coming into school. This is the entrance beside the Nursery and is the only safe way for children to come into the school grounds. Please help us to teach safe habits to our pupils especially the very young children.

Parking in the drive to drop children off or pick them up is also a hazard. Delivery vans and school buses come in at these times, which add to the dangers. Your co-operation in this matter is appreciated.

Concerns

An information leaflet is available in the Nursery Cloakroom for anyone who has concerns about child abuse or neglect.

Complaints

If you are unhappy with anything in the Nursery please speak to a member of the Nursery Team. If you feel your complaint is not being dealt with appropriately make an appointment to discuss the matter with the Head Teacher: **Mrs Gail Canning - 0131 334 4505**.

If you remain dissatisfied, you can make a complaint to the Education Department's Advice and Conciliation Service based at:

City of Edinburgh Council
Children and Families Department
Floor 1, Business Centre 1.4
Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

Tel.: 0131 469 3399

This Service provides a Helpline during office hours, and can advise you how to take further action. However if you wish to write, correspondence should be marked for the attention of the Principal Officer, Advice and Conciliation Service.

You may also wish to contact the Care Inspectorate who regularly inspect all Childcare facilities within Scotland:

Care Inspectorate
Compass House
11 Riverside Drive
DUNDEE
DD1 4NY

Tel: 0345 600 9527

Email: concerns@careinspectorate.gov.scot

Nursery Curriculum

The Nursery curriculum is based on guidelines from the Scottish Office called, 'Curriculum for Excellence' and incorporates the Realising The Ambition document. These documents and frameworks refer to planned learning experiences based on different key aspects of children's development.

Each week we plan activities, based on a child centred approach to extend and develop the children's learning. We try to share our work with parents in a number of ways - look out for information on our whiteboard in the cloakroom, just ask a member of staff if you would like more information on the Nursery curriculum and we will be pleased to help.

Parent's Evenings / Children's Profiles

In accordance with The City of Edinburgh Council Guidelines we complete a transition pupil profile for all children moving on to school in August. We have several opportunities for parents to come into nursery throughout the year to find out more about how they can help their child at home, and in October and March a more formal parents meeting takes place where you are allocated an appointment time to discuss your child's progress. However staff are always available to chat or answer questions, either at the beginning or end of each session or at another time which is more suitable. If you have any questions or worries, please do not hesitate to contact us.

If you feel you need a meeting to discuss matters this can easily be arranged. There are several rooms in the Nursery that can be used to guarantee privacy and confidentiality. This process can also be used if any child gives an indication of needing to speak quietly and privately to a chosen member of staff.

During the "parental consultation" times, and informally on a day-to-day basis, you can help your child and the Staff by providing much additional and useful information. From this sharing of information a more complete and reliable picture of your child can be achieved.

Learning Journals

In the nursery we use an e-journal system called 'Learning Journals'. This software allows all staff in the nursery to create an electronic profile of your child's learning and gather observations on the go. This type of observation greatly assists members of staff to assess the learning and developmental stages your child has reached and allows them to plan activities appropriately.

Every member of the professional team in the Nursery takes some responsibility for carrying out observations and building up profiles of the children. This is particularly useful at the time

of transfer to Primary School, when a summary of this information presents the teacher with an insight into the stage of readiness for future learning activities.

Parents are also encouraged to add achievements out with nursery to their child's learning journal by uploading a photo and comment via the 'Parent Contributions' section.

Nursery - P1 Transition Arrangements

Although the Nursery is in a separate building we make every effort to maintain close links with the school. Children visit frequently, regularly attending assemblies and special events.

In Term 3 the children are taken by Staff to play with the P1 and P2 children in the playground at break times and will also spend a session towards the end of June in their new "classroom" with their new classmates and teacher. At this time there is a meeting for parents where we go over start dates in August and what exactly your child will do during their first few weeks in Primary 1. We will also answer any questions you may have.

Delayed Entry To School

In Scotland, children can start Primary 1 if they reach the age of 5 by the end of February, during their first school session. Children with January and February birthdays are entitled to receive a continued, funded nursery place at either a City of Edinburgh Council nursery or a partner nursery should their parents request this following discussion with their child's nursery.

Parents have the legal right to defer their child's entry into Primary 1 if their 5th birthday falls between mid-August and December. As the Scottish Government does not fund a further year of Early Learning and Childcare for children born before January, the local authority has the right to exercise discretion when considering applications for an additional funded year at nursery for children born between September and December.

*If you require further information regarding school deferrals, please see the school website *

The staff would be happy for you to visit at any time should you wish to discuss any queries that you may have.

We all look forward to seeing you and your child very soon!

