

Meadowgreen Early Learning and Childcare



Handbook 2017

Meadowgreen Centre
141 Deveron Road
Troon, KA10 7JH
01292 314421

Child's Name:

Keyworker Group:

Start Date:

Meet the team

Nursery Manager: Nicola Johnson

Nursery Practitioner: Lynne Crawford

Nursery Practitioner: Suzanne Taha

Nursery Practitioner: Nadine Little

Nursery Practitioner: Nicole Smith

Nursery Practitioner (Supply): Ryan McGill

Hello Everyone,

I would like to take this opportunity to welcome you to Meadowgreen Early Learning and Childcare. I hope this handbook is informative and that you find it useful. At Meadowgreen, we value parents as partners in their children's learning and recognise that a parent is a child's primary educator. We work in partnership with parents and aim to actively involve parents in the life of the centre.

Through a variety of learning experiences, we aim to:

- Provide a safe and stimulating environment with free choice and directed activities
- Build and encourage a community of learning
- Encourage your child to explore the world
- Encourage positive attitudes to others and themselves, develop self-esteem and confidence.
- Encourage social, emotional, physical and intellectual development of your child.
- Provide friendly and approachable, fully qualified staff with high quality care.

If you require more information either before your child starts at Meadowgreen or during the year, please speak to myself or nursery staff.

I look forward to working together and getting to know your little ones.

Best wishes,

Nicola Johnson
Children's Services Manager



General Information

Meadowgreen Early Learning and childcare offers two services to the community. The funded nursery session and a chargeable afterschool care service. Both services are managed by the children's services manager, however the afterschool service is led by the afterschool leader.

Both services can accommodate up to 30 children at any one time.

The sessions run as follows:

Morning session: 9.15am – 12.25pm

Afterschool service 3pm – 5.30pm



We ask that children are dropped off and collected promptly to ensure we can provide the session with ease.

We follow term time holidays in line with South Ayrshire Council.

History of the Meadowgreen Foundation

Meadowgreen Early Learning and Childcare forms the integral part of the Meadowgreen Centre which was established in 1988. Its aim was to provide a facility for the local community.

It is governed by the Meadowgreen Foundation, a Christian charitable trust which is managed by a group of trustees. They are local people who share a vision that the centre be a positive influence for the good of the community, especially amongst children and young people.

Meadowgreen Early learning is primarily funded by the Scottish Executive. To receive this funding we work in partnership with South Ayrshire Council and agree to conditions set out in the service level agreement we have with them. We also adhere to their pre-5 admissions policy.

Applying for a nursery place

If you would like your child to attend Meadowgreen, the first step is to register. If a place can be offered, he/she will formally be enrolled.

Who can apply?

Parents/carers of children who will be 3 years old by the 29th February can apply for a nursery place. Registration usually takes place in January at the centre. Final dates will be advertised online, in shops and locally.

When applying for a place, parent/guardians will also be asked for a second and third choice. Meadowgreen follows South Ayrshire Councils admissions policy set out below:

Priority 1 "Children in need" (Referred by Social Work, Psychological Services, Health Visitors etc.). A Priority 1 placement must be initiated by a GIRFEC referral and meet the priority one criteria.

Priority 2 Children who are deferring entry to Primary school. Children in their Pre-school year who reside in South Ayrshire.

Priority 3 Children in their pre-school year who reside out with South Ayrshire but within the catchment of a South Ayrshire Primary school applying to a local authority early years establishment.

Priority 4: Pre-school children who reside in South Ayrshire requesting a split placement with another establishment.

Priority 5: All other children living in South Ayrshire

Priority 6: All children living out with South Ayrshire

Starting nursery

You will be notified of start date by letter. Each child will be assigned a member of staff through our key worker system. The key worker takes responsibility of the child's progress, assessment and reports and also their care both in and out of nursery. Parents are welcome to join their child on their first day. This will provide you with an opportunity to have a look round and chat with staff.

We will also host a "stay and play" before the summer holidays to allow children to come along for a look round, to meet the other children and allow parents to meet staff and the other parents.

Induction Programme

There will be an Induction Programme for your child, the length of time will depend on how he/she settles in the nursery.

On your child's first day at Nursery, the session will be for one hour only and we ask that you stay on the premises during that time. If all is well, day two will be for one and a half hours but you may leave the premises for that time.

Thereafter, your child will stay for the full session unless unsettled, in which case your child's keyworker will discuss and agree the future induction programme with you. You may have to stay with your child in the early days and your support in this will be appreciated.

Starting nursery is a big step for the whole family. To help your child settle you can:

- Talk to your child about what they might do in nursery
- Reassure your child you will only be going away for a short time and that the nursery staff will look after him/her until your return.
- Before starting nursery, encourage your child to be independent eg in going to the toilet, putting on their own coat and shoes
- At the start and end of each session encourage your child to identify their own name card on coat peg in cloakroom
- Children will bring work home with them at the end of the session. Please ask them to show you what they have been doing and talk about it with them.

Links with other agencies

The nursery liaises with several agencies, for example, the health service, speech and language therapy, occupational therapy, social work department and integrated child services. Should you wish further information or support from any professional, please speak to the manager or child's keyworker.

Holidays

The nursery class has the same holidays and inset days as South Ayrshire Schools. There is a copy of these dates included at the back of this handbook. You will receive reminders in our monthly newsletters about these dates also.

Snacks

Your child will be offered a snack during the session. In keeping with national guidelines the snack will be healthy and will vary each day. The children help with selecting the following weeks snack and become familiar with healthy and non-healthy foods. Each week a list will be posted at reception. Please let us know at enrolment, or as the need arises, of any dietary requirements your child may have. The nursery fee for snack is £2 per week which will also contribute to nursery trips and extra class resources.

Toys from home and clothing

Please be aware that Meadowgreen does not accept liability for broken or lost toys at nursery. Whilst we will do our best to help look after toys we cannot guarantee they will not get broken or lost due to the nature of the service. We therefore ask that children do not bring their toys to nursery. If your child has a special toy that will help them to feel more secure when settling they can certainly bring it along.



Children at Meadowgreen have fun, learn and enjoy themselves taking part in a variety of activities, including messy ones! We so provide aprons to protect clothing but we would encourage you to dress your child in play clothes. This allows the children to be comfortable, prevent spoiling good clothes and encourages independent learning.

Children should bring a jacket with them to nursery every day as outdoor learning is part of the curriculum. If it is a particularly wet day and the children are wearing wellington boots then they can bring slippers or sand shoes to wear outdoors.

We also have Meadowgreen branded clothing. If you wish to order please let a member of staff know and they will issue you with an order form.

During warmer weather, sunhat and the application of sun cream prior to coming to nursery is recommended. You may provide staff with sun cream for top ups throughout the morning, however we cannot store sun cream for general use in the nursery.

Please ensure all clothing is labelled.

Arrival and collection

We ask that your child is dropped off by a responsible adult, over the age of 16. Please advise staff if someone different will be collecting your child.

Safety is paramount at Meadowgreen. The main doors are opened at 9.15 and will be locked shortly after for security reasons. If you are going to be late please ring the bell and a member of staff will come to greet your child.

The current session is 3 hours and 10 minutes and we ask that children are picked up promptly to allow staff to tidy and set up for the next service.

Late fees may apply depending on circumstances.

Equality and Children with additional support needs.

At Meadowgreen we encourage the children to develop positive attitudes to people with a different gender, culture, religion or ethnicity. We do this by celebrating various festivals and celebrations from a range of cultures around the world. We also have an equality policy available to view.

Children at Meadowgreen receive a curriculum which is tailored to their individual needs. If a child is experiencing some difficulty, this will be highlighted to the manager. The manager will then speak with parents and if appropriate other professionals. This will help the child to meet their full potential whilst at nursery.

Individual plans may be drawn up which will allow all staff to help the child meet specific targets and progress in their learning. This is all done with consultation from parents.



Transitions to Primary One

Throughout the nursery year there will be various opportunities for children at Meadowgreen to visit Struthers Primary. Most children who attend Meadowgreen go on to attend Struthers Primary, although some children also attend Troon, Barassie and St Patricks Primary. We have our main transition links with Struthers Primary involving gym sessions, joined sports days, assemblies and then the formal transition visits arranged by the school. The staff accompany the children to many of these visits. For children going to other primary schools, we invite primary one teachers to visit the nursery to observe children in the nursery environment. Children going to other schools will also be involved in the formal transition visits arranged by their new school.



Your child's key worker will compile an end of term report which will give the primary one teacher a good idea of your child's developmental stage. Nursery staff also complete tracking relating to the curriculum to show the primary one teacher the experiences your child has had at nursery.

Our Curriculum

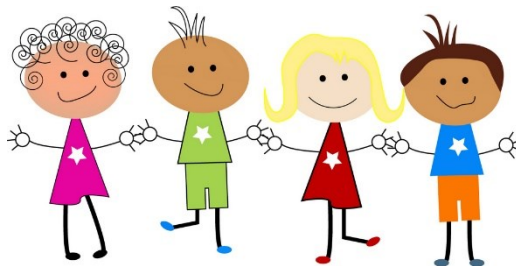
We use the guidelines from Curriculum for Excellence to deliver a programme of both planned and free choice activities which are tailored to each individual child. We use children's own ideas and interests as well as their natural curiosity to create valuable opportunities for them to progress at their own pace. Our aim is to help children reach their full potential whilst at Meadowgreen.



The areas of the curriculum we cover include:

- ⌘ Expressive Arts – art, music, dance and drama
- ⌘ Health and wellbeing
- ⌘ Literacy ⌘ Mathematics
- ⌘ Religious Moral Education
- ⌘ Science
- ⌘ Social Subjects
- ⌘ Technologies

All staff are involved in weekly and fortnightly planning meetings where we use ideas from the children and their families to plan learning opportunities which will meet the learning and development needs of each child. We use the Curriculum for Excellence framework to ensure natural progression in children's learning.



Absences and accidents

We ask that if your child is going to be absent, that you notify us as soon as possible. If your child takes unwell during the nursery session, we will call you to collect your child. If you cannot be reached we will contact the emergency contacts that you have given us. If you plan to go on holiday during nursery time, please inform us of how long your child will be absent. We encourage regular attendance.

We ask that if your child develops an illness that you let us know. This will allow us to notify other parents of an outbreak and help to stop it from spreading. Some exclusion periods apply for specific illnesses. The exclusion periods can be found in our infection control policy.



All minor accidents will be dealt with in the nursery by our qualified first aiders. All accidents will be recorded and with a note of what action was taken. Parents or carers will be asked to sign this on collection of the child. If a serious accident occurs at nursery we will make an immediate attempt to contact you or the emergency contacts if you are unavailable.

Parents Forum and contribution

Each year we have a parent's forum who organise various fundraising activities throughout the nursery year. It has been very popular in the past and raised enough money to ensure our summer trip is free of charge and that we can purchase specific resources for the children. The parent's forum also arrange various social events throughout the year and it is a great opportunity to meet other parents and families.

We also have a parent's volunteer rota where parents can offer to come in and showcase their talents in activities with the children. In the past we have had parents to planting, baking, story reading and fitness classes. Please let staff know if this is something that you would be interested in.

We also ask parents for contributions throughout the year. We look for items for junk modelling such as cereal boxes and yoghurt tubs. We also ask on the run up to winter if all families could donate a box of tissues.

Parents and carers are required to complete relevant paperwork including care plans and permission slips to ensure that the nursery abides by current legislation and guidelines.



How can I help as a parent?

- * Keep us up to date with changes to details
- * Talk to your child about their time at nursery
- * Volunteer for the parent's rota
- * Join the Parent's forum

General Information

Fire Drills

Fire drills are carried out once per term. The children are made aware of the initial drill and procedures discussed. Fire drills thereafter are unannounced. Procedures for evacuation can be found throughout the nursery.

Smoking

The Meadowgreen Centre operated a non-smoking policy throughout all of the grounds.

Birthdays

We are happy to celebrate children's birthdays at nursery. Due to restrictions in our healthy eating policy we can unfortunately have birthday cakes.

Emergency closure and contingency

Meadowgreen will make every effort to ensure the centre stays open to provide the nursery service. On some occasions, which may be out with our control, we may have to close the centre. This may be due to severe weather or faults with heating etc. In this instance we will make contact with parents via telephone, social media and local radio.

On an occasion where we may have to evacuate the the centre, children will be taken to the Meadowgreen surgery where we will contact parents for collection.

Child protection

Staff at Meadowgreen support children in their time at nursery and play an important role in protecting them from harm. Staff do this in a number of ways:

- Key worker system which provides them with someone trusted that they can turn to for support.
- Helping them learn about being safe
- Observing and identifying when children may need help
- Knowing what to do and what steps to take when they have concerns for the well-being for a child.

The centre manager is the child protection officer for Meadowgreen and any concerns about children will be reported to them. The manager will take appropriate action when they feel a child is at risk from harm. If have any concerns about the welfare of a child including a "gut feeling", please speak to the manager.

Complaints

Meadowgreen is committed to continually improving the quality of the service. We aim to take effective action to ensure standards are upheld and we welcome being informed when things have not been satisfactory.

How to make a complaint:

- Telephone the centre 01292 314421
- Write to the centre at 141 Deveron Road, Troon, KA10 7JH
- Come into the centre between 9am and 5pm to speak to a staff member.
- Email us at: preschool@meadowgreen.org.uk
- Contact the care inspectorate
- Contact local authority
- Contact an independent advocate.

Outdoor play

The children have access to outdoor play everyday weather permitting. We do provide all in one wet suits however we do ask that your child supplies their own suitable outdoor shoes. We may get muddy while we are exploring!!



Online Portfolios

Meadowgreen nursery use the 'My learning Journey' program for our online portfolios, recording your child's developmental milestones whilst at the centre. The program is password safe which only you the parent/carer will have access to. The portfolios are a great way to keep up to date with activities and new experiences your child will have access to. An email will alert you when a keyworker has added new information to your child's portfolio, where you are then able to reply or upload an achievement from home!

Please complete a permission form with the nursery in order for a portfolio to be created.

Meadowgreen are registered with the Information Commissioners Office and comply with data protection policies as well as ensuring no photographs are held on personal mobile phones.

Useful Contacts

| Organisation | Address | Contact Info |
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| South Ayrshire Council | Children & Community County Buildings Wellington Square AYR KA7 1DR | 0300 123 0900 www.southayrshire.gov.uk |
| Education Scotland / HMle | HM Inspector of Schools Europa Building, 450 Argyle Street, GLASGOW | 0141 242 0100 www.hmie.gov.uk |
| Care Inspectorate | 4th Floor No1 Smithhills Street Paisley PA1 1EB | 0141 843 6840 |