



From mountain to sea

# Tarves Nursery Handbook



Updated	Review Date	Version
April 2020	January 2021	2020.01

# WELCOME TO TARVES NURSERY



2020-2021

## Things to know about Tarves Nursery:

Term starts in **August 2020**.

Daily sessions start at **9 am**.

Home-time will be at **12.10 pm (core hours), 1pm (lunch) or 3pm (extended hours)**.

## People in school:

The Head Teacher is **Mrs Conn**.

The Early Years Senior Practitioner is **Michelle**.

The Early Years Lead Practitioner's name is **Liz**.

The Early Years Practitioners are **Susan** and **Vikki**.

The school administrator is .

The cleaner is **Kenny** and the janitor is **Mr Sim**.

The dinner ladies are **Sarah, Joan** and **Jackie**.

Tarves Nursery is based in a purpose-built extension to the main building of the school. We have our own entrance and playground.

If you have to phone the school, the telephone number is:

**01651-267445**. The main school address is

**tarves.sch@aberdeenshire.gov.uk**. Please feel free to contact us if you have any questions or would like to arrange a nursery visit.

## Introduction

This booklet is designed to give parents/carers basic information about the day-to-day running of the nursery.

Please take time to read it, as this will help ensure the best possible nursery experience for your child.

## Our Philosophy

- Play is a child's work.
- Children learn through play.



## Contents

1. Opening Times	Page	<b>5</b>
2. Clothing	Page	<b>5</b>
3. Settling In	Page	<b>7</b>
4. Illness and First Aid	Page	<b>9</b>
5. Snack	Page	<b>10</b>
6. Confidentiality	Page	<b>11</b>
7. Child Protection	Page	<b>11</b>
8. Emergency Closure	Page	<b>11</b>
9. Severe Weather	Page	<b>12</b>
10. Nursery Aims	Page	<b>13</b>
11. Your Child in Nursery	Page	<b>14</b>
11. Partnership with Parents	Page	<b>16</b>
12. Nursery Standards	Page	<b>17</b>
13. Complaints	Page	<b>18</b>

## Opening Times

We are open each weekday morning from 9am-12:10pm for core hours, core hours plus lunch until 1pm or 9am-3pm for extended hours which includes lunch.

The gate will be unlocked at 9am for 15 mins to drop off. If you arrive after this, the nursery door may be closed, so please ring the bell to be let in.

You will be required to fill in a sign-in sheet at drop-off and indicate who will be responsible for pick-up on that day.

There are three pick up times when the gate will be open:

11.55am for core hour collection

12.55pm after lunch and

2.55pm for extended hours collection.

Children must be dropped off and collected by an adult.

**If someone else is collecting your child, please let us know by noting it on the sign-in sheet at the door.**

## Clothing

Your child will need to wear comfortable play clothes. Can you please ensure they are clearly labelled to help identify your child's belongings. Nursery polo-shirts and sweatshirts can be ordered from the school office. Whilst these are not compulsory, we believe that wearing a sweatshirt helps to promote a sense of belonging to both the nursery and the larger school community.



Please provide a pair of soft indoor shoes, which can be left in the cloakroom. These must be suitable for hall time and we ask that these are not crocs, slippers or sandals as these are not practical for many of the physical activities the children are involved in.

We provide aprons for painting and water play, but of course sometimes accidents happen. It would be really useful if you could leave a spare set of dry clothes in a labelled bag for your child in the cloakroom.

We will play outdoors in all weathers, so please ensure your child has a rain jacket on wet days/a sun hat on sunny days/gloves and a hat on colder days, etc.



## Settling In

Together, we can help your child to settle happily into nursery, where they will soon make friends and become familiar with the nursery environment and routines.



Some children find new environments, new faces and larger groups rather overwhelming at first. Every child is different, and some take longer than others to settle.

We will all do our best to work with your child and you as a family to ensure we are providing the right support for everyone.



To begin with you may like to stay with your child for part of the session until your child feels secure and confident enough for you to leave, or you may prefer to collect your child at an earlier time when he/she starts. If you wish you may bring a family photo for our family tree, this can help children to settle at first.



Please take a minute or two at the beginning and/or end of each session to share any important information or changes with us.

It is useful for us to know if your child has, for example, had an exciting weekend, a new cousin, a poorly pet, or did not want any breakfast that morning. All these things help us to ensure we are tailoring your child's care to their individual requirements every day.

The whiteboard at the front door will have information about what we are exploring on any given day. At the end of session, we may have an opportunity to tell you about your child's time with us, but it can a little busy, so if you would like an update, please ask.

## Illness and First Aid

Regular attendance at nursery means that we can provide your child with as many learning experiences as possible, but if your child is unwell, please keep him/her at home and phone the school to let us know. If no contact is made, it is policy for the school to contact you.

Please note that Health Guidelines state that if your child has had sickness or diarrhoea, you **must** keep them **at home for 48 hours after the symptoms have subsided.**

Minor scrapes and bumps will be dealt with in nursery and you will be informed at the end of the session. If however, your child becomes distressed or is badly hurt, we will telephone you in the first instance and if you cannot be contacted, then your designated emergency contact will be phoned. Therefore, it is most important that you provide us with up-to-date telephone numbers.



## Snack

During the session the children have a small snack and drink of milk or water.

Healthy eating is promoted. Fresh fruit will always be offered. Pupils will be given the chance to choose, plan and prepare (and sometimes buy) the snack with staff each week.



Please donate £2.50 per week towards the cost of your child's snack. This may be paid weekly on a Monday or you can pay for the whole term in one payment. This money is used to buy the snack as well as ingredients for baking.

If your child is staying on for extended hours, lunch will be provided free of charge. This may be a new experience for your child, but we hope it will be a wonderful opportunity for social time and nutritional adventures.



Birthdays in the nursery are usually celebrated with a special snack, so you do not need to provide a cake on the day.

\*Please let the Nursery Staff know if your child has any allergies or particular dislikes.\*

### Confidentiality

Please feel free to approach any member of staff about any worries or concerns that you may have. These will be treated with the utmost confidentiality.

### Child Protection

Tarves School and Nursery have their own child protection policy in line with North East Scotland Child Protection Service Guidelines and Aberdeenshire Council's Policy. A copy of this is pinned up on the wall outside Nursery or can be requested from the school office.

Our current Child Protection Liaison Officer is the Head teacher, Mrs Conn (In her absence it would be Ms Slesser or Michelle in Nursery).

All staff have been trained in using this policy.

### Emergency Closure

If the school must be closed for any unexpected reason, we will telephone you first followed by your emergency contact number should you be unavailable. If this proves unsuccessful, we will make whatever practical arrangements are possible until contact is made.

## Severe Weather

Sometimes in severe weather conditions school will not open. Information about this will be available on Aberdeenshire Council's Website, local radio stations or by telephoning the school's information line.

Tel. No: 0370 054 4999

Pin No: 022680



## Nursery Aims

Our aims at Tarves Nursery are in line with the documents - Building the Ambition, A Curriculum for Excellence and Realising the Ambition. We also strive for continuous improvement using the How Good Is Our Learning and Childcare guidance.

We aim to:

- provide an interesting, stimulating and safe environment for play, as that is how children learn
- provide opportunities for the children to develop into confident individuals, responsible citizens, successful learners and good contributors
- value all children, their carers and families and the learning which takes place at home and in the community
- respect, nurture and plan for the individual needs of every child in our care
- work towards being environmentally aware and responsible
- promote a love of language and stories in all their forms, but especially in Scottish dialects and Makaton
- promote a fascination for numbers and mathematical concepts
- encourage a healthy lifestyle and promote each child's well-being
- work as members of the school team, to evaluate our work and continue to develop the nursery to provide the best quality play that we can.



## Your Child in Nursery

**Play** is a child's work and we provide many and varied opportunities for the children to play and choose what they want to play with/at.



Play is very beneficial in many ways. It is essential for the development and well-being of all children, but especially young children.

Through carefully planned and presented play activities our children will:

- make friends and learn to get along with each other
- gain confidence in making choices
- use and develop their imaginations in make-believe games
- investigate and explore the environment
- develop mathematical concepts
- extend their vocabularies and ways to express themselves
- experiment with paint, crayons, clay and other art materials as forms of expression
- design and make models
- practise their fine motor skills by cutting, drawing, handling small objects
- use all their senses
- gain strength, stamina, control and confidence with toys which encourage climbing, jumping, running and balancing (gross motor skills)
- sing, dance and make music

- enjoy books and learn that they are a fascinating way to open doors to other worlds
- become confident at using new technology by playing on the computer or interactive Smart Board



*Please have a look at our displays which will show you our children "at work".*

Every child will be encouraged and given time to:

- increase their independence e.g. wash their own hands, clean their teeth after snack, put on their outdoor clothes
- be considerate and care for each other
- contribute socially during snack time
- learn about food and healthy eating
- chat with visitors to nursery
- use their own innate curiosity to discover and feel at one with the natural world
- keep safe in the playground, whilst in the park or walking around the village



## Partnership with Parents

We recognise parents/carers as key educators in a child's life and aim to work with you in full partnership.

We can do this by:

- sharing information e.g. your child's likes and dislikes
- informal day-to-day contact
- communication through regular newsletters, the nursery notice board, the compliments/complaints box
- sharing your child's profile
- enlisting your help-please volunteer by signing up for a stay and play session throughout the terms
- come along to information sharing coffee mornings/evenings
- come to our party and assemblies



There are many things that you can do. We organise workshops that help you to support your child's learning. We welcome all your suggestions and would be delighted for you to share your talents with us, through specific activities or information sharing.

## Nursery Standards

The Care Inspectorate is responsible for the registration and inspection (along with Education Scotland) of nurseries.

All work in nursery is based on the principles behind the Health and Social Care Standards. These are:

### ***Dignity/Compassion/Be included/Responsive care and support/Wellbeing***

The Getting It Right For Every Child (GIRFEC) approach supports children and young people so that they can grow up feeling loved, safe and respected and can realise their full potential. At home, in school or the wider community, every child and young person should be:

Safe/Healthy/Achieving/Nurtured/Active/Respected/  
Responsible/Included

These eight factors are often referred to by their initial letters - SHANARRI.

GETTING IT RIGHT FOR EVERY CHILD – THE SHANARRI WELLBEING INDICTORS

S Safe	H Healthy	A Achieving	N Nurtured	A Active	R Respected	R Responsible	I Included
<b>Training</b> Qualifications <b>Experience</b> Child Protection <b>First Aid</b> infection control smoke free clean and tidy <b>comfortable</b> <b>Hygiene</b> Risk Assessments Maintained Regulated Hazard Checks Fire Safety Emergency Evacuation Procedure Cleaning Schedule Use, Storage & Administration of Medicine Logbooks awareness of danger <b>Health &amp; Safety</b> <b>Road Safety</b> <b>Internet Safety</b> security systems Registers	<b>Illness Policy</b> Cater for food allergies and intolerances <b>special diet</b> <b>requirements</b> <b>Special Needs</b> <b>Training</b> Working In Partnership with Parents <b>nutrition</b> healthy food menu planners well-balanced diet <b>food hygiene</b> <b>Healthy Eating</b> healthy choices physical activity nutritional guidance <b>dental health</b> self-care skills physically active fresh air <b>exercise</b> <b>My Body</b> <b>Sports</b>	<b>life skills</b> child development milestones individual attention <b>support</b> <b>encouraged</b> Equal Opportunities <b>observations</b> next steps planning <b>work hard</b> excel positive role models <b>give praise</b> recognise achievements <b>reward</b> behave well <b>try hard</b> positive attitudes <b>self-esteem</b> belief in ability <b>involve</b> participate influence feel included valued opportunities interact social skills work together <b>progress</b>	<b>Praise</b> <b>Encourage</b> warm affection feelings emotions <b>recognise</b> achievements <b>reward</b> <b>comfort</b> cuddles Physical Contact strong relationships discourage <b>feel</b> <b>happy</b> <b>talk</b> <b>listen</b> value opinions supported to develop <b>personal care</b> timeliness monitor <b>assess needs</b> realities <b>opinions</b> experiences <b>look after</b> Self-Care Skills help themselves <b>healthy choices</b> regular exercise Healthy Eating	<b>Routes</b> <b>active play</b> outdoors / indoors child development <b>physical</b> co-ordination timeliness gross motor skills <b>balance</b> range of resources play parks opportunity large play equipment <b>Encourage</b> outlines <b>explore</b> environment garden <b>outings</b> actively planning sensory positive stimulation <b>our world</b> <b>safe</b> supervised participate group activities <b>games</b> <b>join in</b> hobbies & interests experiences	<b>recognised</b> discussions individual needs <b>respect</b> dignity Equal Opportunities <b>attention</b> concern Working In Partnerships with Parents supported <b>listened to</b> decisions <b>involve</b> discussions opportunity <b>express views</b> <b>opinions</b> Conversation questionnaires Feedback Child-Led Planning evaluate interests <b>choices</b> <b>free</b> Confidential secure <b>private</b> Child Protection <b>views</b>	<b>Encourage</b> work together <b>co-operate</b> participate group activities <b>share</b> take turns <b>rules</b> taking turns <b>behave</b> join in respect for others lead by example <b>role model</b> <b>teach</b> feelings emotions <b>Guide</b> right and wrong <b>support</b> behaviour <b>Anti-Bullying</b> self-control consequences show remorse make amends promote positive <b>safety</b> responsibility do things for oneselves <b>life skills</b>	<b>involve</b> additional support <b>care</b> <b>Special Needs</b> observe Working In Partnership With Parents <b>discuss</b> part of the community <b>participate</b> encourage join in <b>incorporate</b> listen to offer choices <b>views</b> <b>opinions</b> suggestions family participation <b>feedback</b> planning <b>influence</b> valued <b>supported</b> diversity <b>cultures</b> <b>celebrated</b> Respect feel good differences <b>unique</b> Individual

They are wellbeing indicators which help make it easier for children and families and the people working with them to discuss how a child or young person is doing at a point in time and if there is a need for support. We explore these indicators with the children at nursery, so they can develop an understanding about what each one means for them.



## Complaints

If you have a complaint about nursery, please discuss this with staff and we will do our best to sort things out.

If you wish to complain to the Care Inspectorate, details can be found on the Care Inspectorate Website ([www.careinspectorate.com](http://www.careinspectorate.com)) or telephone 01224 793870.

Finally- a huge welcome to Tarves Nursery! We are so excited to have you join us.

