

# Quarter Nursery Class

HANDBOOK

2022/2023

*'Together We Can and We Will'*

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## Meet the Team



Mrs Sharon Bokas  
**Head Teacher**



Miss Donna Pritchard  
**Early Years Team Leader**



Mrs Karen McCrimmond  
**Early Years Worker**



Miss Jamie Lee Thomas  
**Early Years Worker**



Mrs Lilibeth Hays  
**Early Years Worker**



Miss Pauline Brylka  
**Early Years Acting Team Leader**



Mrs Laura McGuinness  
**Early Years Support Worker**



**Mrs Denise Hart**  
**School Support Assistant**



**Mr Tom Leckenby**  
**Janitor**



**Mrs Helen Gallagher**  
**Head Cook**



**Mrs Carol Cain**  
**Facilities Assistant**

## **Our Nursery**



*Quarter Nursery Class*  
*Limekilnburn Road,*  
*Quarter, Hamilton,*  
*ML3 7XA*  
*Phone: 01698 42334*

## **Introduction**

Welcome to Quarter Nursery! We are a small nursery which provides a friendly, flexible service, set in a semi-rural village in the outskirts of Hamilton.

The nursery is non-denominational, we respect and welcome children of all religions, faiths and beliefs.

Our nursery provides an enabling learning environment for young children aged 3-5years. We operate term time between 9am and 3pm and have a maximum capacity of 22 children.

We hope that your time with us will be a rewarding experience both for you and your child.

## **Our Equal Opportunities Statement**

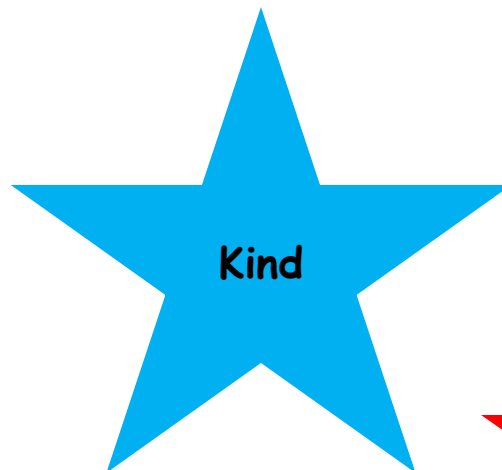
All early years establishments should reflect the Council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and non-discriminatory. All early years establishments also recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with disabilities or chronic illness. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of all establishments.

Our Vision and Values

Quarter Primary School and Nursery Class

Vision and Values

**"A nurturing, motivating, passionate and family centred community where we  
LEARN, ACHIEVE AND SHINE."**



#Team Quarter





## Quarter Nursery Class Room Routine

**9:00** - Welcoming children, shoes changed and hands washed.

Free Flow – All areas open including outdoors

**11:10** - Together time (story/ring games/songs)

**11:30** - Lunch in dinner hall

**12:00** - Return to playroom (teeth brushing and handwashing)

**12:20** - Free Flow – All areas open including outdoors

**2:30** - Tidy up time/together time/collection time (*children encouraged to evaluate/share learning*)

### PE sessions

**Tue & Thu: 10-11am**

### Loose Parts Sessions

**Mon & Wed: 9-10am**

These sessions are optional for the children

### Self-service snack

**9:15 - 9:45 (AM snack)**

**1:30-2:00 (PM snack)**



This routine is to be used as a general guide and is flexible to allow us to be responsive to the needs and interests of the children

## **Applying for a nursery place**

All nursery places are allocated in line with South Lanarkshire Council's Admissions policy and the nursery clerical staff/management will be happy to advise you on how this policy operates when you apply for a place for your child.

An admissions panel meets in March to determine the allocation of nursery places for the following session (August-June). The panel consists of all heads/management of pre-five establishments in the area and Early Years Lead Locality Officers.

A register of all applicants will be kept by the head of establishment and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. Please note that the length of time a child's name has been on the register will not affect the child's priority for admission.

You will be notified in writing when successful in gaining a place. A date will be made for enrolment and a visit to the nursery prior to starting full nursery sessions. During the enrolment process it is important to remember that the children are all individual, some may settle immediately while others take longer. The nursery staff will work with you, as parents and carers, to ensure that enrolment of your child is successful.

## **Arrival and collection of children**

It is expected that a responsible adult, over the age of 16 years will bring and collect your child to and from the nursery. A member of nursery staff will welcome your child at the main door each day.

If an unknown person is picking up your child, please let the nursery staff know in advance as this helps to avoid difficult situations and ensures your child's safety. A password must be issued, which you



will set when your child begins nursery and the person collecting your child will be asked for this. Staff will not allow any child to go with someone who is not known to them.

We would also welcome any photos of adults permitted to collect your child, if this is possible.

We would ask that all persons bringing a child to nursery sign in on our register to indicate the arrival of your child. Similarly, at home time, please sign your child out on the register.

It is important that children are collected on time as they can become very upset if parents/carers are late. If you have been held up please try to contact us, so that we can reassure your child and plan for their care until they can be collected.

### **Security in the Nursery**

For security reasons we have a buzzer entry system in operation. To gain admittance, parents should press the buzzer and a member of nursery staff will allow them entrance to the building. Please ensure that the 'door release' button used to exit the building is operated by **adults only** to ensure the safety of all children.

### **Cloakroom**

The nursery has its own cloakroom where there is a disabled toilet, individual pegs, doorkits and trays for each child. We ask if you can check your child's labelled tray at drop off or collection- as important letters, children's artwork and belongings may be there.

Personal belongings should be clearly labelled with your child's name and placed on their own peg. Children are always encouraged to

walk calmly from the cloakroom to the nursery. The cloakroom should be left tidy at all times.

## **Outings**

We all enjoy getting out and exploring the world around us. It is a valuable experience for children to get to know their local environment and take part in planned outings. If you wish your child to participate in these local outings, you should sign Section 8 of the enrolment form. There will be separate permission forms for all children participating in further outings. Children will not be taken out of the nursery unless the appropriate form is completed.

## **Clothing**

Children love messy play and have so much fun with the experiences on offer at nursery. We always encourage the children to wear aprons, but sometimes accidents do happen, so it's best if children wear appropriate clothing. Please also provide a spare change of clothing should your child's clothing become wet during the day.

Children will have the opportunity to play outside in all weathers (including rain and snow). When going outdoors, we have nursery waterproof clothing and wellies which will be provided for your child. This allows children to participate in messy and water play outdoors without the risk of wasting their own clothing.

Please also make sure that you provide a sun hat/winter hat for your child, this can be kept in your child's tray.

A pair of indoor gym shoes is encouraged to ensure your child is comfortable through the day, (these can be left in your child's dookit for their next day at nursery)

Nursery uniform is completely optional, however if you wish to purchase a polo shirt or sweatshirt for your child then you can order these from [www.schooltrends.co.uk](http://www.schooltrends.co.uk) then just follow the instructions. Delivery costs £3.99 and is usually pretty fast!

## **Settling Your Child**

On that first visit to nursery, children stay for one hour with their parents. You will be introduced to staff and be shown around. Enrolment and consent forms are completed during this visit and any questions or queries answered. Following that the child's time is gradually increased until they can spend a whole session in the nursery. The length of time for settling varies from child to child and parents/carers may stay if they wish.

## **Partnership with Parents**

At Quarter Nursery, we believe that parental involvement is vital and we endeavour to build and maintain strong relationships with all parents/carers. We aim to support and work in partnership with parents and carers.

We strongly encourage parental/carer involvement in many ways, such as inviting you along to our regular 'Stay and Play' days where you will be able to participate in a wide range of learning experiences alongside your child including, baking, stories, art, physical education, outdoor play and much, much more. This is an ideal opportunity to see the stimulating activities that we provide with and for our early learners and to give you time to meet staff and other parent/carers. You will be informed of when these 'Stay and Play' sessions take place throughout the year.

Please do let us know if you have any particular skill or talent such as playing a musical instrument, woodwork, storytelling, dancing, yoga etc. which you could share with us to further enhance the learning experiences of our children.

We also hold a regular Parents Group meeting, which brings together a group of parents and staff to discuss nursery developments, fundraising ideas and much, much more.

Any other relevant information will be made available to you through the Parents' Noticeboard, Monthly Newsletters, daily updates and online learning journals.

### **Our Home links**

Lending Library- All children will have the opportunity to borrow a book for a week from our lending library (which is located in the nursery foyer) to bring home and share with you. Sharing books together is an important stage in your child's language development. The children can choose any book from within the unit and record this in the folder.

Adventure Ted- 'Adventure Ted' is very special to our children, he gets to go home with every child for a week at a time and enjoys spending time with their families.

He comes equipped with his own suitcase, including his clothes, toothbrush and a journal. We encourage parents to take a photo or two, and write up what 'Adventure Ted' and your child have been doing during his visit. Children then share their experiences that they had with Ted back with their friends and staff at nursery.

## **Attendance**

Regular attendance at nursery means that we can provide your child with as many learning experiences as possible. Please bring your child to nursery as close to the timing of 9am. If you are keeping your child off nursery for the day then can you please contact the school office before 10am. If we don't receive communication from you, we are legally obliged to make contact with you, so that the absence can be verified.

## **Emergency Closure**

We make every effort to ensure the nursery remains open during term-time for children. However, on occasions circumstances may arise which may lead to disruption. Schools may be affected by, for example, severe weather. In such cases we shall do all we can to let you know if this happens. We will communicate any emergency closures by telephone, school website, school app and through local radio stations particularly if there are prolonged periods of severe weather. The Council's website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open.

If the school and nursery has to be evacuated for any reason we will move to Quarter Parish Church.

## **Emergency Contact**

Parents must provide two emergency contacts – people who can be contacted in case of an emergency, such as your child taking ill or having an accident. The contact must be able to collect your child if required.

If there are any changes to the original emergency contact information provided, please notify nursery staff as soon as possible.

## **Sickness and Unwell Child at Nursery**

Please contact the nursery before 10am if your child is unable to attend on a particular day. If your child becomes unwell at nursery, we will contact parents/carers or the named emergency contact immediately. The NHS exclusions criteria is displayed in our nursery foyer, but please do not hesitate to contact us if you are unsure.

### **Sickness and Diarrhoea**

In accordance with “Health Protection Scotland” and “NHS National Services Scotland” procedures for Gastrointestinal Infection any child suffering from sickness/diarrhoea **must** remain off school/nursery until they have no symptoms for **48 hours** after an episode of diarrhoea and / or vomiting.

## **Minor Accidents**

If a minor accident should occur within the nursery, the first-aider will be on hand to administer appropriate treatment and to offer comfort. Parents or carers will always be informed of the situation at the earliest opportunity, and all accidents are recorded.

## **Medical Information**

If your child requires prescribed medicine during the nursery session, please inform the nursery team. All medication requires written parental consent prior to being administered and it may only be signed in if the first dose has already been given to the child.

If your child suffers from any medical condition, please advise the staff of this condition and the appropriate treatment. You will be asked to complete an Administration of Medicines’ form.

## **Allergies/Dietary Requirements**

It is important that we are made aware of any special dietary requirements for your child. Please let a member of our nursery team know if your child has any special requirements or food allergies.

## **Snacks and the Promotion of Healthy Eating**

The Milk and Healthy Snack Scheme (Scotland) Regulations 2021 is the new Scottish Scheme for the funding of free milk (or non-dairy alternative) and a healthy snack item for children in all registered day care providers. The aim is to help children incorporate the prescribed food benefit into their diets. Children will receive a morning and afternoon snack at nursery, along with milk and water throughout the day.

## **Lunch**

Government food guidelines for schools ensure healthy balanced meals on a daily basis. All eligible children are entitled to a **free** meal which will be served in our school dinner hall at 11:40am. Lunches are freshly prepared by our school catering team. There will be three choices: A hot, cold or vegetarian meal (our menus will be rotated on a 3 week basis). Children will let the nursery know in the morning what their preference is. All lunches include tossed Salad, bread and fresh chilled water.

It's important that you inform us of any food allergies or intolerances that your child has.

## **Tooth Brushing Programme**

In order to promote dental care, the nursery, in conjunction with Lanarkshire Health Care, operate the Childsmile Tooth Brushing Programme. Each child has their own toothbrush and under supervision of nursery staff, will brush their teeth daily after lunch. Every term, the dental hygienist visits to change the toothbrushes, and participate in activities with the children. The Childsmile team visit the nursery to apply fluoride varnish throughout the year (permission slips will be put out prior to this).

## **Behaviour Policy**

We aim to encourage a high standard of behaviour and achievement through a wide range of strategies, experiences and activities. We have set simple rules “Golden Rules” for the children and the staff team respond to situations with a calm, fair and consistent approach. Children are encouraged and praised for their efforts and achievements and we use a variety of reward charts which we share with parents/carers.

Should a child’s behaviour be causing concern and the child is not responding to strategies as described in the nursery “Promoting Positive Behaviour” policy, parents will be consulted and joint strategies planned in order to support the child.

## **Quarter Nursery Class Golden Rules**

The children are reminded of our nursery golden rules each day

1. We have good listening ears and looking eyes
2. We have gentle hands and feet
3. We have walking feet
4. We care and we share
5. We look after our toys



## **Curriculum for Excellence**

The nursery curriculum is based on Curriculum for Excellence (CFE) which is the Scottish Government's curriculum for children aged 3-18 years. The eight subject areas covered in Curriculum for Excellence are:

- Expressive Arts
- Literacy and English
- Sciences
- Technologies
- Health and Wellbeing
- Mathematics
- Social Studies
- Religious and Moral Education

Our aim in Quarter Nursery is to ensure that our children experience a broad education that develops skills for learning, life and work with a real focus on literacy and numeracy and in the promotion of an active and healthy lifestyle. The curriculum we provide is play based and child led, as young children learn and develop friendships very naturally through play. Also, play brings about a wealth of opportunities for children to develop their language, creativity and co-ordination skills as well as scientific, technological and mathematical concepts. We promote regular and frequent opportunities to play outdoors.

By doing all of the above, we are preparing our children to become "Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors".

We also use 'Realising the Ambition,' a national guidance for early years to support and inform our practice. The self-evaluation indicators from "*How Good Is Our Early Learning and Childcare*" and the 'Health and Social Care Standards' are used to help us evaluate our service and plan for our improvements.

## **Assessment**

Your child's progress through the experiences and outcomes of the Early Level of Curriculum for Excellence will be monitored by nursery staff, using children's online learning journals where there's ongoing

observations, examples of drawings, writing, model making, photographs and artwork. The Early Level spans from Nursery to Primary 1 and staff will create opportunities to improve successful transitions.

The nursery has a curriculum evening where parents/carers can visit the nursery, speak to staff, and look at some of the activities on offer for the children. You will also be offered an appointment with your child's key worker to allow you to discuss your child's progress.

Children in their ante pre-school year receive a nursery report based on the curriculum. Children in their pre-school year receive a Transition Report and this will be forwarded to your child's Primary 1 teacher before they start primary school.

The nursery has an 'Open Door Policy' where staff are happy to speak with parents/carers at any time.

### **Additional Support**

If your child is experiencing difficulties in a particular area of their learning or you have any concerns about your child's development, please don't hesitate to speak to your child's keyworker. Your child's keyworker, our nursery teacher or our team leader would also consult you regarding any concerns they had about your child's development. If your child requires additional support to help them progress, in consultation with you, we would start the Staged Intervention process which involves close observation of your child and planning a programme of support to help them progress with regular review meetings. Through the GIRFEC assessment this may lead to referrals for support from outside agencies such as Speech and Language Therapy etc. where all agencies would work in partnership with parents/carers to ensure that we are meeting each child's individual needs.

## **Links with Nurseries and Primary Schools**

As we are situated within Quarter Primary School we already have strong links with the whole school. We have established a very successful Nursery/P1 liaison programme where children from both classes come together to take part in joint activities. This allows the nursery children to become more familiar with staff and primary children in order to ease their transition into P1.

We also have excellent links with other local nurseries and schools through joint working and planned visits.

## **Child Protection**

Every adult in Scotland has a role in ensuring all our children live safely and can reach their full potential. Nursery staff provide support to children in their daily work and have a vital role in protecting them from harm. The Head Teacher is the Child Protection Coordinator for Quarter Nursery and any concerns (from staff or parents) should be reported to the Head Teacher who will follow the procedures as set out in the South Lanarkshire Council Care and Welfare Policy. All parents will be issued with a copy of the Children's Charter annually. It sets out what children and young people need and expect to protect them when they are in danger of being, or already have been harmed by another person. All staff participate in Child Protection training annually which supports them in their role of their role regarding Child Protection issues and the appropriate procedures.

## **Suggestions and Complaints**

We hope that your child's time at Quarter Nursery is one you will recall with happy memories. It's important that we know how you feel about the service you and your family receive and we welcome your views. Please feel free to post any suggestions, ideas or opinions in our 'Suggestion Box' which is located in the nursery foyer. Occasionally there may be times when you wish clarification on practice and procedures or may wish to complain. If you have a complaint about any aspect of this service, please speak to Miss Brylka (Acting Team Leader) or Mrs Bokas (Head Teacher). We would hope that all our parents/carers would feel comfortable about approaching any member of staff to discuss an issue of concern and would be confident that the staff would deal effectively and promptly with their complaint. However, you can also express your opinions online by using South Lanarkshire council's 'Have Your Say' platform.

If you prefer you could get in touch with the Early Years contact for this area who is:

Jennifer McCormick

Early Learning and Childcare Locality Lead Officer

Council Offices,

Almada Street,

Hamilton,

ML3 OAE

Tel: 01698 454973

The nursery is registered with and regulated by the Care Inspectorate which has a procedure for dealing with any complaint about regulated care services. If you feel the nursery has not adequately addressed a complaint, they can be contacted at:

The Care Inspectorate  
South West Region,  
Princes Gate, Hamilton.  
Tel: 01698 – 208150

The Care Inspectorate will respond to any complaints within 3 days.

**★ Please Note ★**

Although the information in this Handbook is correct at the time of printing there could be changes affecting any of the matters addressed therein, either before your child's placement begins, or during the course of the placement. The Head Teacher/Team Leader will tell you of any important changes to this information.

**We very much look forward to you joining us at  
Quarter Nursery Class! 😊**