

“Wisdom begins with Wonder”  
(Socrates- Greek philosopher)



# St Joseph's Nursery



Parents Handbook  
2023/2024

## **Life in the nursery**

The nursery curriculum is based on The Curriculum for Excellence and Realising the Ambition. Within a typical day your child will be involved in learning experiences which will promote their all-round development. This often involves messy play such as water tray, paint, play dough, clay, mud kitchen, water wall etc. Although we try to ensure that aprons are worn inevitably mess and accidents will occur. It is best to send your child in old comfortable clothes that are suitable for all the play experiences they will have. Nursery cannot be held accountable for any losses or damage to property.

## **How will my child's progress be recorded?**

Nursery staff will complete information on your child's progress throughout the year by means of observations and a carefully structured learning programme. This information can be accessed by parents through online Seesaw. You will receive more information regarding this once your child has started nursery. Formal reports are issued in the summer term for pre-school children.

## **How will I be informed of what is going on?**

You will be provided with regular nursery newsletter giving details of events, holidays etc. Please read this carefully. We also share information on the school blog and website.

Our notice board also contains important information. Please check this and your child online profile regularly.

## **What happens on my child's birthday?**

If your child's birthday falls on a nursery day, we will celebrate it with children who have their birthday month by preparing a cooking activity. Please do not send in extra treats as we like all our children to enjoy the same provision.

## **What will my child need to wear?**

Your child will spend his/her time in the nursery playing and learning. Children do get messy so please ensure that your child is wearing clothing you are happy to get a bit messy should this happen. We have a **NO** football colours guidance in line with WLC Policy. A nursery polo shirt is available to buy online. Details are found within induction pack.

Children sometimes find it tricky to manage the toilet on their own. Therefore we ask kindly that your child is dressed in easy pull up trousers/leggings and not clothing with tricky buttons or zips/ties.

**PLEASE TRY TO AVOID SHOE LACES AS WE TRY TO ENCOURAGE INDEPENDENCE.**

**All items of clothing & footwear should be clearly labelled with your child's name.**

For safety reasons, we recommend that children do not wear jewellery

### **What will my child eat?**

Your child will have a small healthy snack during each session which always includes a choice of fruit/vegetables in addition to another item. The children are encouraged to be independent and serve themselves. Please inform staff if your child has any food requirements or allergies. They will also be offered a nursery lunch during their session.

### **Lunch**

Children will receive a cooked lunch, served between 11.00am-11.45pm

All children will also be offered a snack during the session, and all meals will be served with milk and water, following nutritional guidance from Setting the Table and Food Matters

<http://www.healthscotland.com/documents/30341.aspx>



<https://hub.careinspectorate.com/media/3241/food-matters-nurturing-happy-healthy-children.pdf>

Please inform us of any dietary requirements or allergies that your child has.

You may wish to provide your child with a packed lunch. If this is the case, please let us know. You can find information on healthy choices for packed lunch on the Parentclub website:

<https://www.parentclub.scot/>



**PLEASE NOTE WLC HAVE A STRICT NO NUT POLICY**

### **Is there a charge?**

No. Your child's lunch and snack is now paid by the government.

### **What should I do when I arrive at the nursery?**

Your child will be encouraged to hang his/her coat on their peg and change into their own indoor shoes. A member of the

nursery team will be at the door to greet your child and assist them should they need it.

### **What happens when I collect my child?**

Your child will be encouraged to change into their own outdoor shoes and put their jacket on. A member of staff will then bring your child to you at the door. If someone different is collecting your child it is essential that you inform us and they are aware of your child's own individual password **As the nursery team will not allow anyone new to collect your child without this password being provided.**

**Please also note that the nursery staff will not allow a child to be dropped off or leave with anyone under age of sixteen.**

### **What happens if my child is ill?**

If your child is sick or you are unable to bring them to nursery, please contact the Nursery by phone. **Due to the risk of infection, if your child has had sickness or diarrhoea please keep him/her home for 48 hours after his/her last episode.** If your child has an infection such as chicken pox or measles or head lice you must inform the nursery. A list of notifiable illnesses is available in Nursery.

If your child requires medication during the nursery session you must inform us and complete the necessary consent forms.

### **What are the session times?**

The nursery is open from 8.30-4.00pm Monday to Thursday during term time.

Please see below for West Lothian Council school holidays.

<https://www.westlothian.gov.uk/article/69506/School-Terms-and-Holidays-2022-2023>



### **What will my child need to bring?**

Your child will need a pair of indoor gym shoes & wellies to be kept in their nursery shoe box. We will put your child's name on these items for you should this not be done already to ensure they have the correct belongings. They should also bring a full change of clothes which will be kept in their own nursery canvas bag. Please ensure they have plenty of underwear and socks in case of any accidents. **PLEASE DO NOT PROVIDE YOUR CHILD WITH SLIPPERS AS INDOOR SHOES.**

We spend most of each day outdoors therefore it would be helpful if you could ensure that your child has suitable outdoor clothing for both sunny and wet weather.

Your child will be provided with a named coat peg in the cloakroom where they can leave their belongings whilst in the Nursery.

### **Nursery Aim**

- **Ensure a safe, nurturing learning environment, celebrating social and cultural diversity in order that everyone feels valued, respected and included through positive caring relationships.**
- **Have the Health and Wellbeing of all at the heart of our curriculum.**
- **Provide carefully considered and well planned learning experiences to ensure children have the opportunity to investigate and apply their learning, using indoor and outdoor environments. Where adults sensitively intervene to support and facilitate children's learning that will enable them to develop into confident, independent and reflective learners.**
- Ensure appropriate provision is in place to support children's learning.
- Maintain positive relationships with parents/carers, other professionals and the wider community.
- Involve and engage parents/carers in all aspects of their child's learning.

- Commit to continuous professional learning.

Our child protection policy is displayed on the notice board.

We hope that you and your child will have a happy and rewarding time in St Joseph's Nursery Class.

### **What happens if my child becomes ill at nursery?**

If staff are concerned about your child's health during a session they will contact yourself first then other emergency contact listed on your child's enrolment form should you not be available at this time. **Please ensure that all details are up to date in the event of an emergency.**

### **What happens if my child has and an accident?**

If your child has and an accident, he/she will be treated by a member of staff, and the accident will be recorded in our 'Accident Book'. If the accident is of a serious nature, then the parent or the emergency contact will be informed immediately.

### **Confidentiality**

If you have anything to discuss of a confidential nature, please be assured that we will deal with information in a discrete manner and only share information which is necessary for the well-being of your child.

## **Medication**

The "Procedures for the Management of Pupils with Healthcare Needs" is a West Lothian Council guide that provides a structure to assist all learning establishments in meeting the healthcare needs of children the measures detailed in the procedures enable practitioners to efficiently support children with healthcare requirements.

Practitioners will work continually with families to ensure that children's health conditions and care requirements are clearly and accurately recorded and that there is full knowledge and understanding of the medication and care interventions required whilst your child is in nursery.

<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>



## **Infection Control**

Help and support is offered to children to promote independence in good hand hygiene practices. We actively promote good hand hygiene through frequent handwashing on arrival at nursery, before and after mealtimes and on using the toilet. We encourage children to avoid touching their faces including mouth, eyes and nose, using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. To minimise the spread of infection we follow Public Health Scotland Infection Prevention and Control guidelines.

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1\\_infection-prevention-control-childcare-2018-05.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)

## **Sleep and Rest Time**

In addition to active play and learning experiences our playroom offers your child warm and cosy spaces for quiet times, rest or sleep. Your child can choose when to access these areas. If you feel your child will need a period of rest during the nursery day please discuss with your child's keyworker. This will be reflected in your child's personal plan.

## **Child Protection**

*"It's Everyone's Job to Make Sure I'm Alright"* – This document produced by the Scottish Government in 2002

reinforces that all children and young people in Scotland have the right to be cared for and protected from harm and we (staff, parents, carers, community) have an important role in preventing the abuse and neglect of children.

All members of staff in the Early Years Centre have been trained in West Lothian Council's Child Protection procedures. It is our job to follow them when there is concern, ensuring that the protection and the wellbeing of our children is at the heart of all considerations and decisions taken. Posters outlining Child Protection procedures for staff are displayed in prominent places within the nursery. The Designated Member of Staff for Child Protection in our nursery are:

Frances Burns: Head Teacher

Patricia Mooney: Deputy Head Teacher

Lynsey Mann: ELCASM

Audrey Smith- Early Years Officer

Our children have regular opportunities to discuss personal safety issues as part of their curricular experiences and are encouraged to speak to the Nursery staff if they have any worries or concerns.

Remember *"It's Everyone's Job to Make Sure I'm Alright"* and if you have concerns about any child please contact:

Social Work Bathgate 01506 284700

Police Public Protection Unit Livingston 01506 282255

### **Customer Care**

All staff in the Nursery are committed to providing high quality experiences for all our children and their families and want the very best for all users of the setting.

If you do have a complaint regarding any service we provide in the Nursery please speak to any member of the staff in the first instance. If you require to take your concerns further please contact the Head Teacher.

You can also contact;

Customer Care  
West Lothian Civic Centre

Howden South Road,  
Livingston,  
EH54 6FF  
Telephone: 01506 281255

and/or

Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NIY

Telephone: 0845 9527

Please remember that our aim is to promote good communication and foster good relationships between all our stakeholders. A suggestion tree is placed in the open area for you to add your comments. We hope that you find the content of this handbook helpful. If there is anything you are concerned about or have any unanswered questions please do not hesitate to speak to a member of staff in the Nursery

### **How can I become involved in the nursery?**

Parents are their child's first teachers and we want to work in partnership with you. At various times throughout the year we will run 'Stay & Play' sessions. We also plan to have At Home link tasks and will continue to run our Big Bedtime Read for all children. We are continually looking for ideas to improve our Nursery. If you have any time to spare & would like to become more involved in your child's learning journey please speak to a member of the nursery team.