

## INFORMATION FOR PARENTS



# THE SQUIRREL COLLECTION NURSERY

The Squirrel Collection Nursery Ltd

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## **Welcome to The Squirrel Collection Nursery**

We hope your child will enjoy their time with us. We aim to provide a safe and stimulating environment for the children in our care.

### **Our Values**

- Focusing on customers' needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of resources
- Working in partnership with parents and the wider community

### **Our Aims**

- To encourage children to learn as they play
- Value every child's needs and abilities
- Arrange and plan children's learning
- Lay the foundations for pro-active learning and responsible citizenship

## **The Squirrel Collection Nursery**

The Nursery was established and Managed by Patricia Burns, who is a qualified Social Worker and Mental Health Officer. Patricia's keen interest in nursery provision is reflected in her commitment to upholding the highest standards of care and education.

Just as importantly, Patricia is also a mother with 3 children. Patricia therefore has a keen appreciation of parent's requirements from a nursery and the operation of The Squirrel Collection Nursery has been heavily influenced by her own experience as a parent.

Supporting Patricia is, of course, an experienced and qualified team, the members of which have been selected not only on this basis but also for their desire to work with children.

### **Accommodation**

At the Squirrel Collection Nursery we want to enable your child to grow and develop at his or her own pace in preparation for the years to come. The separate areas in the Nursery ensure that activities and play opportunities are appropriate in meeting your child's needs taking into account their age and stage of development. We are pro-active in multi-agency working to ensure that specific needs of children are identified and addressed linking external professionals, the nursery team and home.

## **STARTING NURSERY / SETTLING IN**

All children respond in their own way to the new experience of the nursery. Some are confident and excited, and others are apprehensive. In order to settle your child into nursery gently and allow them to become familiar with the nursery environment, we offer free settling in sessions once your child has been registered.

We offer two settling sessions, the first with parent/guardian and second for a short session by themselves. These sessions may be increased for children who are having more difficulty settling initially. Staff are fully aware of this and strive to help each child to feel happy and at home.

## **PARENTAL INVOLVEMENT**

The nursery operates an open door policy for parents / carers. You are welcome at any time throughout the sessions and we encourage parent led play sessions. We invite comments and suggestions from parents about the nursery. We have comment forms available and focus groups for parents but please feel free to talk to staff at any time.

## **MEDICATION**

In the event that your child is unwell and we cannot get in touch with you first, parents have the option to allow us to administer Calpol (only if deemed necessary). You can consent to this by filling in & signing an emergency medication form at the time of registration. This authorises staff to dispense Calpol only in the event that we cannot first get in touch with you to ask permission.



## **REGISTRATION**

All parents who would like their child to attend our nursery are asked to fill in a registration form. The child's application will be entered onto our waiting list if the places required are not available. A £50 deposit is required to secure a nursery place and will be deducted from the first month's invoice.

It is essential that parents inform the nursery of any change regarding emergency contact number.



## **Brown Squirrel Room 6mths – 3 years**

We aim to offer the continuation of individual care routines and opportunities for group and individual activities. Outings and themes are a popular favourite for this age group. With this in mind, your child will be encouraged to participate in deciding programme activities or topics of interest.

A key worker will be allocated to each child. This not only helps your child settle into the nursery and develop but also gives you a contact who can give accurate reports on their development. All children are given a daily diary home detailing all sleeps, nappy changes, number and amount of feeds taken. A general outline of programme activities that your child has participated in is also included. Parents are asked to provide feeding bottles for their child. These are kept in the nursery and clearly marked by the staff with your child's name. All bottles are sterilised after each feed.

Our play plans have been strongly influenced by the Birth to Three Framework initiative by and Scottish Government. Each area of development is observed by staff during the play experiences, creating further opportunity for your child to contribute to further planning.

The key areas which are recorded in your child's profile are:

- **Relationships**
- **Responsive Care**
- **Respect**

## **TOILET TRAINING**

To encourage your child's independence we work closely with parents in making sure toileting training is successful when the individual is ready. Children are individuals in their developmental progress; toilet training is strongly influenced by correct timing, and consistency in approach. Please discuss this matter with staff when you feel the time is right for your child.



## **Red Squirrel Room 3 – 5 years**

The Red Squirrel Room encourages a more focused programme, whilst also ensuring that play opportunities are stimulating. A wet play area is used for more creative activities including water and sand, painting and craft activities.

Play is recognised as a vital vehicle for learning and our curricular activities are informed by national and local guidelines to ensure that they assess all areas of children's development and identify and meet the specific needs of individuals. The focus is on each child as an individual. Our aim is to create a child friendly environment for developing skills in all areas.

The five key areas of development are:

- **Emotional, Personal and Social**
- **Physical and Movement**
- **Knowledge and Understanding of the World**
- **Communication and Language**
- **Aesthetic and Expressive**

There is no doubt that a well planned and balanced curriculum is fundamental to your child's early development. At the Squirrel Collection Nursery we aim to implement an engaging, stimulating and wide ranging programme that gives your child the best possible start to their educational life. The learning experiences we devise with the children ensure that they are given an arena to express their individuality where their strengths are rewarded encouraging them to become confident and pro-active learners for their future endeavours.

Each month we have a main theme or topic of cultural, religious, and personal interest which we aim to link with all areas of development through a variety of activities. Your child will enjoy discovering and learning about the themes with the staff and their friends. These topics will cover a broad range of subjects which are often initiated by the children themselves, capturing their imaginations and broadening their knowledge of the world they live in.

## **Transition to Nursery**

We have initiated positive links with the local mainstream nurseries, and strive to ensure that this experience is a positive one for your child. Children can be taken to and from nursery with the minimum upset to their established routine. The benefit of this service to your family is that your child can be introduced to their new setting and friends with the emotional support of familiar carers.

## **Transition to Primary School**

We have good links with the local primary schools. Primary school staff visit the nursery and meet the children before they move on to school. Throughout the school year, profiles are compiled for individual pupils. After discussion with parents, this information and a formal report is shared with the receiving nursery/ primary school. This is followed by parental consultation sessions later in the year.



## **After School Care 5 - 12 years**

We provide further continuity of care for you and your child as they embark on their education at school. We are aware of the growing need for stability during this time therefore your routine need not adapt. Children attend for their breakfast and are taken to school. At the end of their busy day they are collected and return to the club with their friends where they can share their experiences, have their snack and take part in the leisure activities available to them until home time. In service days and holiday sessions have a separate activities schedule and bookings are made in advance.



## **MEALS AND SNACKS**

All meals and snacks are prepared on the premises by our in house cook; menus are changed seasonally and are situated on our notice board in the main entrance of the nursery for your perusal. Please feel free to discuss any specific dietary needs when registering your child.

Careful consideration is given to what is offered to the children throughout the day. There is a scheduled breakfast each morning, snack in the afternoon session and a cooked meal served at 11.30am. We strive to ensure that all food and drinks are prepared using only fresh products whenever possible. While the tastes and preferences of individuals are recognised, children will be encouraged to partake of the full and varied diet on offer.

Fresh fruit will be provided on a daily basis and include themes / events celebrating a variety of cultural festivities. Older children are encouraged to participate in menu planning.

We are active participants in the National Tooth brushing Programme children have their own toothbrush at nursery and are given assistance to brush their teeth after lunch each day.



## **OUTDOOR PLAY / OUTINGS**

Our large secure outdoor play area is located at the rear of the nursery. The garden for 3– 5 year olds is separated from the Tweenie area. Here the children have scope to learn about nature and the environment through a variety of activities. In promoting the children's physical well being we have an expansive area offering the opportunity for games and physical activities, promoting their general growth and development.

Our policy at the Squirrel is to maximise the opportunity for outdoor activities and as often as possible we go for walks visiting local venues. Parents are advised of any additional costs in advance of any educational trips out with the locality of the nursery. A general consent form will be held in your child's records in order for us to take them out on these local trips.



## **MUSIC AND MOVEMENT**

Your child will regularly take part in music and movement as a group activity. As well as being good exercise, this is something children really enjoy. Children will be introduced to a variety of rhythms, sounds, songs and instruments. We use songs on a daily basis, with or without musical instruments, which will often reinforce our themes within the nursery.



## **CLOTHING**

Your child will be playing with sand, clay, paint, earth and glue etc. We provide overalls for these activities but sometimes clothes will get dirty despite our best efforts.

### **They should wear**

- Comfortable play clothes which are easily fastened and easily washed
- Slip on or easy fastening indoor shoes
- Separate outdoor shoes

### **They should not wear**

- Belts
- Football colours

For safety reason we would be grateful if your child does not wear any jewellery. Studs may be worn in pierced ears.

Parents are asked to leave a full change of clothes at the nursery in case of any accidents. We ask that you also bring in a hat and gloves for the colder weather and a sun hat for the summer periods as weather permitting we aim to be outdoors on a daily basis.

Please could you also make sure your child also brings a coat to nursery, and that all your child's belongings i.e. Spare Clothes and hats are labelled clearly with their name.



## **TOYS / SWEETS**

Parents are asked to ensure their child does not bring sweets or toys into the nursery. Toys usually end up being lost causing your child to be upset or can cause squabbles when children want to share them.

There are a wide selection of toys and other resources available within the nursery for the children to play with. However, we want to share in your child's experiences and interests with them. Postcards or pictures of places they have been and would like to tell us about are always welcome.

We encourage healthy eating within the nursery and would ask that no sweets are brought into the nursery and it is unfair on the other children who do not have sweets. On certain occasions as part of a snack the nursery may provide sweets. Particularly if they fit into a special theme or occasion, due to nutritional guidelines we do not permit store purchased cakes to be eaten to ensure that there are no ill effects to children such as allergic reactions to particular ingredients.



## **RECORDS**

Our nursery staff observe and record the children's activities to support and extend their development and learning. These observations are used to inform further planning and are collated into individual profiles of your child's achievements and interests. Our open access policy makes available to Parents / Carers any written information the nursery may have regarding their child.

At the end of your child's time with us this profile becomes an invaluable keepsake for you, as a compilation of photographs, pictures and items reflecting their interests, achievements and biography of their time with us at the Squirrel Collection Nursery.



## **UNWELL CHILDREN**

Regular attendance helps a child make friends and progress well. If however you child is not well, please keep him/her at home (nursery is not the best environment for an unwell child) and inform the nursery before 10am that day, plus any other days your child may be absent. Sick days will not be deducted from your bill.

Children suffering from sickness and or diarrhoea are not permitted to attend nursery until 48 hours after their last bout. This is to prevent the spread of infection around the nursery. There are other illnesses that prevent children from attending nursery, please ask for details.

If staff are unsure of any signs or symptoms, you will be asked to collect your child from nursery and get a diagnosis from the doctor in order to ascertain if it is appropriate for your child to be at nursery. Management will confer with health agencies as to the appropriate action to be taken on individual matters.



## **COLLECTING YOUR CHILD**

Your child must know who is collecting them from the nursery, and any changes to normal arrangements must be reported to nursery staff in advance and a password arranged. The nursery door is locked at all times and we would ask parents not to exit the building without notifying a member of staff.

Parents are requested to allow themselves adequate time to collect children. It often takes a while to collect your child's artwork, to hear about their day, get coats on and then try to rescue your toddler from the sand tray!!! Your co-operation is greatly appreciated.

## **SUGGESTIONS/COMPLIMENTS**

We are eager to have you play a positive role in the life of the nursery and value you as a service user. Throughout the year you will be given the opportunity to express your views in formal arenas such as parent/focus group meetings. You can however send us your comments in writing, comment forms are available in reception, letters and e-mails are always welcome.

## **Concerns/Complaints Procedure**

We strive to ensure that you are happy with all aspects of the services that we at the Squirrel Collection nursery provide. However should you have any suggestions/concerns or complaints regarding the service you are receiving, these can be addressed by contacting the management in the first instance. This gives us the opportunity to investigate the matter and take any appropriate prompt action.

If you are dissatisfied with that response you should contact:

The Care Commission  
South East Region  
Stuart House  
Eskmills  
Musselburgh EH21 7PB  
Tel No: 0131 653 4100

Nurseries are registered under Care Commission Quality Standards. The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at

**[www.westlothian.gov.uk/content/education/ed\\_policylist](http://www.westlothian.gov.uk/content/education/ed_policylist)**

## FEES

All fees are strictly payable in advance by Direct Debit at the beginning of each month. Fees are payable during periods of absence from the nursery, including holidays and sickness. Late payments are subject to a 5% interest charge. Fees will be reviewed annually and may be subject to increase.

	Times	0-3 years	3-5 years
AM Session	7.30am to 1pm (Includes snack and lunch)	£20.00	£19.00
PM Session			
Mon – Thurs	1pm - 6.30pm (includes snack)	£19.00	£18.00
Fridays	1pm - 6pm		
Full Day	7.30 – 6.30pm Mon – Thursday (includes all snacks and lunch)	£36.00	£33.00
	7.30am – 6.00pm Fridays		
Full Time	Mon – Thur 7.30 – 6.30pm	£170.00	£160.00
	Fridays 7.30am – 6.00pm		

The nursery will be closed Good Friday and Easter Monday, the September Monday holiday and two days at Christmas and New Year.

- There is a 5% Sibling discount on 3 full day attendance and over.
- There is a £50 deposit fee required to secure a placement in advance. This is refundable and will be deducted from the first months invoice.
- Late monthly payment will result in an additional charge of 5%.
- Parents who pick up their child late on a regular basis will be subject to our late collections policy.

## After School / Holiday Club

	Times	Mon - Thurs	Friday
AM Session	7.30am (Includes Breakfast & School Run)	6.00	
PM Session	3.00 – 6.30pm (includes collection from school & snack)	£12.00	£15.00
Full Day Holiday Club & In Service Days	7.30 – 6.30pm (includes all snacks and lunch)  7.30am – 6.00pm Fridays	£33.00	£33.00
Full Time Per Week	After School  Holiday Club		£ 63.00  £165.00

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- There is a £50 deposit fee required to secure a placement in advance. This is refundable and will be deducted from the first months invoice.
- Late monthly payment will result in an additional charge of 5%.
- Parents who pick up their child late on a regular basis will be subject to our late collections policy.

## **INCLUDED IN OUR FEES**

**Pampers Nappies / Huggies**

**Johnson's or Pampers Sensitive Wipes**

**Sudocrem Nappy Cream**

**Disposable gloves/apron for each nappy change**

**Quality brand antibacterial soap and cleaning materials**

**Quality brand sterilising materials used for feeding equipment**

**Fresh Bedding provided for each child**

**Personal soft toothbrush to promote dental care**

**Baby and Tweenie Daily Communication Diary**

**Total Sun Block for use outdoors on sunny days**

**Cake to celebrate each child's birthday**

**Christmas party and gift from Santa for each child**

**Nursery Newsletter**

**Parent Evening**

**All meals and Snacks**

## **NOTICE**

We require one month's notice in writing or alternatively one month's payment in lieu to cancel a nursery place.

Parents are informed as far in advance as possible of any alteration to any of the nursery services.