



# Community Nursery

## Parents Information and Registration Booklet

Updated November 2008

Loanhead After School Club  
Loanhead Community Learning Centre  
5 Mayburn Walk  
Loanhead,  
EH20 9HG  
Tel; 0131 448 0103  
E-mail: [irene@lasc.org.uk](mailto:irene@lasc.org.uk) Charity No SCO24467

## **Project Information**

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The Loanhead Community Nursery is based at Loanhead Community Learning Centre and provides nursery care for children aged 2 until school age. We are open from 8am – 5.30pm, additional hours may be available on request (see below). We provide an escort service to and from Paradykes and Loanhead Nursery Schools for children who attend sessions there. We are registered with The Scottish Commission for the Regulation of Care.

## **Loanhead Community Nursery**

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Based at Loanhead Community Learning Centre, 5 Mayburn Walk, Loanhead, EH20 9HG.

Sessions will be available;

7.30am -8am Pre Breakfast	
8am – 9am Breakfast	Breakfast provided
Morning session	Snack provided
Lunch session	Hot Lunch Provided
Afternoon session	Snack provided
3.15 – 5.30 Late afternoon	
5.30 – 6pm Post Late	
Afternoon	

Parents/carers can book sessions based around the hours their child attends Paradykes/Loanhead Nursery Schools or for full or part days. Staff will escort children to and from the nursery building.

During the holidays we will operate from 8am – 5.30pm you have the choice of a Breakfast club session, full day session, morning session and after-noon session. You can also add a half hour session on at each end of the day if required. You will find the fee structure at the back of this hand book.

## **Staff**

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The Projects are run by an enthusiastic team of qualified and/or experienced Play Workers. They are supervised by the Loanhead After School Club Project Manager. They are the first point of contact for parents and carers and are responsible to the management committee for the day to day organization of the community nursery. Any concerns a parent or carer may have regarding the community nursery should be directed to the Manager in the first instance.

## **Management Committee**

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The After School Club Project is run by a volunteer management committee. This committee is elected at the Annual General meeting. It is made up of parents whose children attend the Project. They make the decisions about the direction and work of the Project. Parents are encouraged to become involved by attending the Annual General Meeting. The committee meets once a month. If you are interested in becoming involved in the management committee please speak to any staff member.

## **What we do**

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We try to create a “home from home” environment for the children attending nursery. The children will have the choice of a variety of activities as well as the chance to relax and play with their friends. We will take the children out and about to local parks or further a field e.g. Dalkeith adventure playground. There may be an additional charge for some of these trips, but you will have notice of this. We ask, when you register, that you fill in a consent form for all our outings and trips.

## **Dropping off and Collection.**

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Children should be dropped off at the Community Nursery and parents/carers will be asked to sign their children in. If children are to be picked up from Paradykes Nursery School/Loanhead Nursery School staff will sign the children in after picking them up. Parents/carers will be asked to sign their children out of the setting. If the child is to be taken to Paradykes Nursery School/Loanhead Nursery School staff will sign them out on safe arrival for their session at nursery.

Staff must be informed if someone other than the parent or carer is picking up your child. This is to maintain their safety. In case of concern staff will not allow the child to leave without contacting the parent or carer. The person collecting your child must be a responsible person over the age of 16. You should sign the register before you leave. Please note a late fee will be charged if you are late picking up your child. (Please see notes at back of this hand book for details of charges)

## **Emergency Contact**

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At the point of registering you will be asked to supply an emergency contact number for yourself, the child's other parent, if appropriate and an additional contact number. This should be someone who is able to pick up your child in an emergency situation should the parents be uncontactable.

## **Sickness and Illness**

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If your child vomits or has diarrhoea whilst at nursery staff will isolate the child from others to prevent cross infection. You, or the emergency contact, will be asked to pick up your child. The child must then be free of sickness or diarrhoea for 48 hours before returning to the nursery. Similarly your child should not attend nursery if they have any infectious illness. This is in place to prevent cross/further infection. Head lice are a common occurrence with children and are easily spread. If staff at the nursery notice head lice on your child, or persistent scratching, you will be informed as you pick up your child and asked to treat them.

## **Additional Information**

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A key worker will be appointed for each child. This member of staff will be the first point of contact for parents/carers concerns.

WE ASK THAT ALL BELONGINGS ARE LABELLED.

Parents/Carers should bring a change of clothing which can be left at the Club in case of accidents. If this were to happen staff will assist the child to change and clean themselves and place soiled clothing in double plastic bags for the parent/carer to collect.

A sun hat and sun cream must be provided for the summer months. We also request that suitable out door clothing and wellingtons are provided to allow the children to play outdoors in the winter.

It is imperative that our records are kept fully updated and it is of the upmost importance that we are notified of any changes to contact details etc.

Sleep mats are available for children who wish to have a rest during their session with the Community Nursery.

National Child Smile Tooth brushing scheme is available to all children attending.

Parents should not allow children to bring valuables to the nursery, however they may bring small comfort toy with them if they choose. However, we do try to discourage children from bringing in toys on a regular basis as it can often cause upset if they become lost.

*The following pages outline our policies and procedures. You are asked to make yourself familiar with them before registering your child as they are a guide to the level of care you can expect at the Community Nursery*

## **Aims and Objectives**

We aim to provide a high quality, affordable child care service for working parents and those in further education or training.

### **Our aim for children**

To provide a high quality service in which children are welcomed, valued and respected, in which they feel happy and secure and in which they feel involved.

### **Our aim for parents**

To provide a high quality service which meets the needs of working parents and those in education or training. We aim to make the service affordable without losing the high quality of care the children receive. We aim to keep parents informed and encourage them to become involved.

### **Our aim for staff and volunteers**

To provide a warm, welcoming work environment where staff are valued and respected as individuals. We aim to provide relevant training and support to staff and to encourage a team approach to work.

Meeting these aims will be the responsibility of all staff, under the supervision of senior staff members.

## **Admissions**

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We are open to pre-school children from age 2 years.

All forms must be satisfactorily completed and annual registration fee paid before bookings can be made. **It is the parent's responsibility to ensure that forms are updated should information change.**

Priority will be given to parents/carers in employment or training and for those with brothers/sisters of children already registered with the project. Other admissions will be dealt with on a first come first serve basis and will be allocated with regard for equality and fairness. A waiting list will come into operation should all places be taken. Names will move up the waiting list as places become available.

All information received will be treated confidentially. Please refer to our Record Keeping and Confidentiality Policies.

## **Accidents and Incidents**

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The Community Nursery is committed to providing a safe and healthy environment for staff, volunteers, children, parents and visitors. The management will operate with due regard to the health and safety of any person using or visiting the project.

- The Community Nursery has a Health and Safety Policy which is adhered to
- The Project Manager retains overall responsibility for establishing and monitoring Health and Safety arrangements.
- There is a named staff member who is responsible for monitoring health and safety within the nursery setting on a day to day basis.
- All times we aim to have at least half of our staff trained and holding current first aid certificates
- All accidents/incidents involving staff, volunteers, children, parents and visitors are recorded
- An accident and an incident book is available at all times the project is open
- All accident/incidents which are required to be reported to authorities such as the Health and Safety Executive are reported.
- All accidents /incidents involving the clubs premises should be reported to the Team Leader who will inform the office at Loanhead Community Learning Centre.

## **Behaviour**

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The Community Nursery aims to promote positive behaviour amongst its staff and children. We will achieve this by ensuring that staff, children, parents and visitors are treated fairly and equally. We aim to provide an environment free from bullying, harassment and discrimination, exploitation and abuse.

We will achieve this by

- Valuing each child, member of staff, volunteers, parents and visitors as individuals, and valuing and respecting the differences between us.
- Promoting and rewarding positive behaviour and dealing promptly, consistently and fairly with unacceptable behaviour.
- Ensuring staff interaction with children is positive and encouraging
- Ensuring staff are trained in recognising harm, neglect, abuse, bullying and discrimination and are able to actively challenge or respond appropriately to such behaviour.
- Encouraging staff and children to take responsibility for their own behaviour
- Having a child protection policy which all staff and parents are aware of

## **Child Protection Policy**

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It is the policy of the Community Nursery to safeguard the welfare of all children by protecting them from physical, sexual or emotional harm. Staff should at all times show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the Aims and Objectives of the Community Nursery.

In order to protect our children from abuse and in order to protect our staff from false allegations all staff will at all times will adhere to the following procedures.

Staff must never

- Engage in rough physical games, including inappropriate picking up of children
- Allow, or engage in, inappropriate touching of any form
- Engage in sexually provocative games
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded.
- Do things of a personal nature for children that they can do for themselves.

In the case of a disclosure to a member of staff the staff member will

- Listen Carefully
- Reassure the child
- Take the allegation seriously
- Not guarantee confidentiality regarding the disclosure
- Make an informed judgement whether to refer to child protection officer within club.
- Record incident

All staff are required to undertake regular child protection training. They are trained to recognise signs and indicators of abuse and what to do in the case of suspicion of possible abuse. Staff will follow the guidelines set out by Midlothian Council and have a duty to report any concerns to the project manager. The project manager will then make the decision to contact appropriate authorities. This information will be recorded and kept confidential.

(updated Sept 08)

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children is based upon the needs and desires of children themselves.

- providing a broad choice of physical, arts and crafts and freeplay activities which the children can choose to participate in
- allowing children space for themselves
- providing a range of structured and unstructured activities
- listening to what the children say about what they like and don't like and plan activities accordingly

## **Complaints Policy**

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Users of the service can be confident that they are able to complain effectively and without fear of victimisation.

The Community Nursery will;

- Promote an environment of mutual respect, trust and open communication
- Treat every one fairly and equally
- Follow guidance set out in the complaints procedure set out in the Parent and Staff handbooks
- Record all complaints
- Treat all complaints in confidence and deal with complaints in a private area
- Provide information on the response to complaints to the committee or to the Care Commission when requested to do so

In the first instance;	Or to the management committee	Or to the Care Commission
Irene Hogg Project Manager Loanhead Community Learning Centre 5 Mayburn Walk Loanhead, EH20 9HG Tel; 0131 448 0103	Chairperson LASC Management Committee 5 Mayburn Walk Loanhead, EH20 9HG	South East Region Stuart House Eskmills Musselburgh EH21 7PB Tel; 0131 653 4100

## **Confidentiality Policy**

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In order to respect the dignity and privacy of all users, The Community Nursery will actively promote confidentiality in the following ways

- ensure staff are aware of the Record Keeping Policy
- ensure information is kept in locked filing cabinets and in a locked office, to which only senior staff members will have access
- Adhering to relevant legislation
- Providing access to records by parents/carers
- not disclosing confidential information, unless in the case of child protection or in an extreme emergency

## **Equal Opportunities Policy**

The Project believes in the dignity, privacy, choice, safety, potential, equality and diversity of its users. We will actively promote these principles by;

- Treat everyone with dignity and respect
- Valuing different ethnic backgrounds, language, culture and faiths
- Providing, when appropriate, and if possible materials and information in different formats and languages
- Establishing an environment free from bullying, harassment and discrimination
- Regular consultation with users
- Train staff in recognising harm, abuse, neglect, bullying and discrimination and challenging such behaviour
- Programming activities and events around different cultures, faiths and languages
- Promoting anti-discriminatory practise amongst staff and users

## **Health and Safety Policy**

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The Community Nursery views the health and safety of its staff, children, parents, volunteers and visitors as of paramount importance.

The Community Nursery aims to;

- provide a safe environment in line with all relevant legislation
- provide intercom system to ensure strict monitoring of entry into the building.
- provide premises which are smoke free. Smoking is not permitted throughout the building or the surrounding area. Staff and volunteers are not permitted to smoke at any time whilst in contact with the children.
- staff; children ratios are as follows, Age 3 and over 1 to 8. Two adults will be in attendance at any one time.
- provide equipment and toys which are clean and well maintained
- undertake risk assessments of clubs premises, equipment and activities.
- nominate one senior staff member to have responsibility for undertaking regular health and safety checks. Contingency plans will be made if (s)he is absent
- ensure the Project management are aware of their responsibilities under relevant Health and Safety legislation.
- ensure the Child Protection and Accidents and Incidents Policies are adhered to
- ensure all food (including baking activities) is prepared within basic food hygiene guidelines
- encourage children to learn about healthy lifestyles through play activities
- ensure children are appropriately supervised, but not over protected
- provide regular access to fresh air and energetic physical play

- ensure at least half of all staff hold a current First aid certificate

### **Partnership with Parents Policy**

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The Community Nursery believes it is vital to maintain the involvement of parents and carers.

We will promote this partnership by

- Providing all parents and carers with Parents/Carers handbooks
- Offering and encouraging pre-admission visits free of charge
- Ensuring staff are well trained and aware of their role and responsibilities in terms of child protection
- Ensuring staff pass on information regarding their child's day to parent/carer as they pick up their child
- Provide a parents information notice board which will contain relevant information regarding activities and future events
- Creating an environment where mutual respect, trust and open communication are promoted
- Working with parents to promote positive behaviour and reporting disruptive behaviour as soon as possible.
- The staff team aim to value and respect the views of parents, and will promote anti-discriminatory behaviour throughout the club
- Provide a private area to discuss matters in confidence
- Provide a clear complaints procedure
- Encouraging parents to become members of the management committee, and to have a say in decision making within the club(s)
- Undertake regular evaluation of parents comment and concerns

### **Record Keeping Policy**

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The Community Nursery will maintain records that are required for the efficient and safe management of the club and to promote the welfare, care and learning of the children.

- Children's records will be kept in a locked office. Only senior staff will have access to this information
- Information may be passed on to other staff members in order to maintain the child's health and welfare, this information will not be passed outwith the club without parents/carers consent
- Parents/carers reserve the right to access to all information held about their child(ren)
- The Care Commission may require access to childrens information during inspection visits

## **Reporting of Misconduct Policy**

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The Community Nursery aims to provide a transparent child care provision. Any allegation of misconduct by staff will be dealt with quickly and efficiently and will take into account the concerns and views of all those concerned. Misconduct may be reported by staff, visitors, volunteers, parents, carers or children. It should be referred to the Project Manager. This can be done verbally or in writing. An account of this meeting will be kept. The project Manager will then investigate the allegation with the staff member concerned. The outcome of this investigation will be made available to the person making the allegation. If the allegation is against the Project Manager, or the outcome of the investigation is not satisfactory, the allegation should be addressed to the management committee. The committee, or a sub group of the committee will investigate and the result of that investigation will be made known to the complainant. If there is allegation of child abuse relevant outside agencies will be informed and appropriate action will be taken.

Should the allegation be directed against the initial contact person, that person will not comment about the allegation, but state that they have a duty to report the allegation to the Project Manager to deal with.

Staff are encouraged to become members of the appropriate trade union. Staff are expected to actively promote the Aims and Objectives of the Community Nursery and they, along with other members of the public have a responsibility to report any behaviour that is contrary to these Aims and Objectives. Staff undertake regular support and supervision sessions during which time they are encouraged to report any concerns in confidence.

**LOANHEAD COMMUNITY NURSERY**

**I apply to be a member of The Loanhead After Schools Club Limited Company by Guarantee.**

**I would like to register my child/children in the LASC Community Nursery.**

**Please note that there is an annual registration fee of \*£10 per child or \*£20 per family for Nursery Care.**

**Child/Children's Name(s):** \_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_ **Tel. No** \_\_\_\_\_

**Attending Paradykes Nursery/ Loanhead Nursery: (~~Morning or Afternoon~~)** \_\_\_\_\_

**Which sessions would you require nursery care (please tick).**

Day	Breakfast	Morning	Lunch	Afternoon	Late Afternoon
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

**We can offer a pre breakfast and post late afternoon session if required**

**Start Date:** \_\_\_\_\_

**I enclose a fee of \* \_\_\_\_\_ Cheques should be made payable to Loanhead After Schools Club.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian**

**Community Nursery Registration form**

**Child's Name** ..... **Age** ..... **D.O.B.** .....

**Address** .....

.....**P/Code** ..... **Tel. No** .....

**Nursery Attended** .....

**Parent/Carer name** .....

**Occupation** .....

**Employers Name** .....

**& Address** .....

..... **Tel. No** .....

**Mobile** .....

**Email** .....

**Parent/Carer name** .....

**Occupation** .....

**Employers Name** .....

**& Address** .....

..... **Tel. No** .....

**Mobile** .....

**Email** .....

**Additional contact (in case nursery cannot contact a parent in an emergency)**

**Name** ..... **Relationship** .....

**Address** .....

..... **Tel No** .....

**Mobile** .....

**Family Doctor** ..... **Tel No** .....

**Address** .....

**Has the child any allergies/dietary restrictions/health problems we need to be aware of ? YES / NO Regular medication YES / NO**

**If YES please give details** .....

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**I understand that Loanhead Community Nursery and it's staff cannot be held responsible for loss or damage to property of any participants.**

**I agree to my child being registered with the Loanhead Community Nursery.**

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**Signature: Parent/Guardian**

**Date** .....

**LOANHEAD COMMUNITY NURSERY**

**OUTING CONSENT FORM**

**We plan to take the children on local outings (either on foot or by minibus) to the Library, Parks and Walks. We require permission for your child/children to take part in these outings. Please complete the undernoted and return it to the Community Nursery as soon as possible.**

I agree to my child/children participating in local outings to the Library, Parks and Walks.

Name(s) .....

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Signed ..... Date .....

Parent/Guardian

**LOANHEAD COMMUNITY NURSERY**

**SWIMMING CONSENT FORM**

**I agree to my child/children participating in the Swimming Programme organised with Loanhead community nursery.**

Beginner (armbands) ..... Beginner improver ..... Competent .....

(Please tick)

Signed ..... Date .....

Parent/Guardian

# LOANHEAD COMMUNITY NURSERY

## PHOTOGRAPH CONSENT FORM

**On occasion we will take photographs of the children which will only be used for educational purposes eg displays and profiles. We may also require photographs for leaflets showing the Community nursery work etc.**

\* I do not wish for my child to be photographed.

\* I do want my child to be photographed

Signed ..... Date .....

## Community Nursery Form

**Please complete the information below and return it to nursery school as soon as possible.**

It is the parents responsibility to contact nursery school regarding any changes to the days stated.

(\*Delete as applicable)

My child/children .....will be attending The Community Nursery at:

\*Loanhead Community Learning Centre, 5 Mayburn Walk, Loanhead.

On the undernoted day(s)

Day(s) (Please Circle)

**Monday / Tuesday / Wednesday / Thursday / Friday**

Signed .....

Date .....

## Loanhead After School Club

### Parent/carer Information

Following a review of our policies and procedures, the management committee of LASC are implementing the following policy on fees.

1. **All bookings must be made and paid for at least a week in advance. This is per the existing policy a late fee of £1 per session per child will be incurred the first week, £2 the second week, £4 third week, £8 for fourth week .**
2. **Seven days notice must be given for a cancellation to receive a credit for the session.**
3. **Payments and booking must be made either by phone or in person via the office or the play leader**
4. **We are unable to guarantee a place for your child/ren if full payment is not received a week in advance.**
5. **Late pick up charge after 6.00 pm will be £5 for up to 15 minutes or part thereof per child.**

LASC has to arrange staff numbers according to a strict staff: child ratio set out by the Care Commission. These ratios not only ensure your child is adequately supervised, but also that the staff are able to interact positively and meaningfully with your child/ren. We, therefore organise the staff rota according to the expected number of children. The last minute cancellation of places does not give us enough notice to reduce staff numbers, and this has had a severe financial impact on the Club.

Up until this decision was made we were unique in the field of after school care and child care in general by not charging for cancelled places. However in order to maintain the financial viability of the club we must now enforce this new policy.

This policy will take effect from the **1<sup>st</sup> April 2006**. All outstanding fees must be paid for and payment for the following week must also be made by this date.

If you have any queries regarding the above please contact Irene who will be happy to discuss them with you.

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Janet Philp  
Treasurer