

**I can go to the toilet by myself/I need help going to the toilet;** (please outline your preferences for toileting)

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**I like doing;**

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**I don't like doing;**

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**You should also know that** ;(please add in anything else you think we should know)

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This information will be shared with the nursery staff in order for us to help settle your child and also to ensure we are meeting you and your child's needs. It will be stored in a locked filing cabinet.



# Welcome to Loanhead Community Nursery

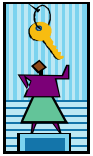
## Information for parents and carers

**Loanhead Community Learning  
Centre  
5 Mayburn Walk  
Loanhead  
EH20 9HG  
0131 448 0103  
Email - irene@lasc.org.uk**

Updated May 07

We aim to provide a “home from home” atmosphere for the children.

You will have already received a copy of our Policies and Procedures, it is extremely important that you take some time to read these as they set out what you can expect from the Community Nursery and the way we work. When registering your child with us you are confirming that you have read and agree with these policies and procedures.



We operate a key worker system which means each child will have a specific member of staff looking after them. The staff member will take responsibility for the child and report back to you about your child's day.

Your child's key worker will be;

If the key worker is not available when you pick up your child he/she will pass on relevant information to other staff. Parents of our under 3's will also receive a written daily diary for their child.

### What your child will need

Your child should bring a pair of soft shoes or slippers to change into at the nursery, this allows them to play freely whilst maintaining their safety in case of emergency evacuation.

Your child should wear clothing appropriate for the weather conditions as we take the children outside to play each day. This should include hats and sun cream for the summer, warm jackets and gloves for the winter, and a waterproof coat for all year! Staff will assist children, where appropriate, to put on sun cream. If you prefer you can leave clothing at the nursery for your child, but please make sure it is clearly labelled. Unfortunately we cannot be held responsible for any lost items.



## All about me

**My name is:** (please enter child's full name and also any other name they are known as)

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**I am** \_\_\_\_\_ **years old**

**I live in:** (please enter the child's main residence, plus any other homes they may stay in regularly)

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**I live with;** (please enter the people who live in the residences described above, and their relation to the child ie. mother, brother etc)

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**Other members of my family are;** (please enter any other close family members and any pets with their names)

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**My favourite toy is;**

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**My sleep times are usually;**

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## Our Staff Team

Our aim is for all staff to be friendly, approachable and professional. In addition to formal qualifications, we require all staff to take part in child protection, working with children with additional needs, first aid and food hygiene training. We hope that this will ensure a stimulating, safe environment where all children's needs are being met.

### **Eilidh Denholm;**

Eilidh has a great deal of experience in childcare, she started up a local playgroup and operated it for 10 years. Eilidh joined Loanhead After Schools Club in 2003 and is qualified at SVQ Level 3 in Playwork. She has completed SVQ level 3 in Management and is working towards Children's Care Learning and Development units at SVQ level 3

### **Laura McGinty;**

Laura holds her HNC in Childcare and Education. Laura came to the After School Club initially on placement as a student and has been a member of staff with us since 2004. She has also completed her SVQ level 3 in management

### **Shona Kane;**

Shona is a qualified nursery nurse (NNEB) and has many years experience working with nursery children in a variety of settings. She began working with us in Jan 07.

### **Sarah Black;**

Sarah is currently working towards her SPA in Children's care and Play and started working with us in May 2006

Occasionally other members of the After School Club team will help out in the nursery, please feel free to speak to a member of staff about this. All staff members have undergone an Enhanced Disclosure Check from Disclosure Scotland, and new regulations which came into force in 2006 require all members of staff have relevant qualifications and be registered with the Scottish Social Services Council

**Trips** - we often take children out on trips. These may be to local shops or parks. There is no additional charge for local trips. We will also occasionally take children further a field on minibus or in cars to places such as the Jelly Club or Dalkeith Country Park. Our minibus and car drivers are all fully insured and we always take an escort on trips to supervise the children in the back of the bus. You will be notified in advance of these trips as we charge a nominal fee for these.

**Toys** - Generally, children should not bring in toys or valuables from home as we cannot take responsibility for them, however if you wish your child can bring a comfort toy to help them settle.

### **Settling In Procedure**

We recognise that any transition can be a difficult time for both parent/carer and child. We aim to make the transition to the community nursery as smooth as possible. We offer three settling in visits.

First visit—child is shown around the nursery with the parent/carer and meets the other children and the key worker. The child will be invited to join in with activities. The parent/carer is encouraged to stay with the child on this visit which should last up to one hour.

Second visit—The parent/carer will again be invited to stay with the child for this visit, and the child will be encouraged to take part in the activities.

Third visit—During this visit the parent/carer is encouraged to leave the child for around 30 mins of the hour visit.

The needs of the individual children will be taken into consideration within this procedure and if further visits are required these can be discussed with staff. No charge will be made for the first 2 visits.

We ask that you fill in the "All about me" sheet at the back of this booklet and bring it to the first visit. This will help the key worker get to know the child and assist them with helping to settle in your child.

## A Typical day in The Community Nursery



We offer a wide range of healthy and nutritious foods at the breakfast club (8am—9am),

At the start of your child's nursery day he /she will be greeted by the staff and will be encouraged to choose a play activity from the range on offer. It is useful at this time for parents and carers to inform staff how their child has been that morning. Once all the children have arrived we and have had a chance to play, we have snack. Then we often play outside, go for a walk or a trip in our bus. We offer the children a variety of activities such as music, baking, playdough, glueing painting, construction play, games and songs etc. We always have a project/theme we work on and the activities will reflect this. Please see the notice board for daily activities.

At 11.25 we collect the children who have attended Paradykes and Loanhead nurseries and bring them to the Community Nursery

At 12 noon all children sit together with staff and have lunch. This is a packed lunch which you provide.

At 12.30 we escort the children who attend Paradykes and Loanhead for the afternoon session up to the nursery.

For our younger children there is an opportunity to rest in our quiet area, whilst the others take part in some story time.



The afternoon sessions will again include some outdoor play, and some planned activities around our theme. Staff will pick up the remaining children from the nurseries and the rest of the afternoon is occupied by activities and free play and includes a snack. We try to have quiet time towards the end of the day. This will include puzzles, drawing and story time.



When you come to pick up your child you will be given a verbal report on your child's day from your child's key worker. You will be encouraged to take anything your child has made home with you. Your child's work will be kept in the tray next to the coat rack.

We ask that you sign your child out on the nursery sheet. It is important that you let us know if anyone other than the child's parent/carer is picking up the child from nursery.

If you have any concerns or suggestions about the nursery please speak with Irene Hogg, Project manager or Eilidh Denholm, Senior Play Leader.