



Loanhead After School Club

Community Nursery

Parents Information and
Registration Booklet

Loanhead After School Club
Loanhead Community Learning Centre
5 Mayburn Walk
Loanhead,
EH20 9HG
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Charity No SCO24467

Project Information

The Community Nursery has been set up in response to demand from local parents for nursery provision to supplement the existing provision provided by Paradykes Nursery School. The service will be managed by Loanhead After School Club. Children attending Paradykes Nursery School can apply for a place at the community nursery which aims to provide full or part time care at affordable cost for working parents.

Loanhead Community Nursery

Based at Loanhead Community Learning Centre (formally Paradykes Community Wing), 5 Mayburn Walk, Loanhead, EH20 9HG.

Sessions will be available;

Breakfast	8am – 9am	Breakfast provided
Morning	9am – 11.30am	Snack provided
Lunch	11.30noon – 12.30pm	Packed lunch to be provided by parents
Afternoon	12.30pm – 3.15pm	Snack provided
Late afternoon	3.15pm- 5.30pm	

Parents/carers can apply for sessions based around the hours their child attends Paradykes Nursery School. Staff will escort children to and from the nursery building.

During the holidays we will operate from 8am – 5.30pm

Staff

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

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

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 afield to the Jelly club or 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.

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 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 staff will sign them out on safe arrival for their session at nursery.

Emergency Contact

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

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 24 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

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

Children who attend the Community Nursery are expected to be toilet trained. 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.

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

Tooth brushing facility (Brush Bus) will be supplied to all children attending.

Packed lunch boxes will be stored in the refrigerator.

Parents should not allow children to bring valuables to the nursery, however they may bring small comfort toy with them if they choose.

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 of activities within the club and provide opportunities for parents 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

The project offers childcare for children who have secured a place at Paradykes Nursery School.

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

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

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

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

Children's Participation Policy

The Community Nursery supports the view that children should be treated with dignity and respect at all times. We also believe that quality provision for 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

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

Confidentiality Policy

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

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;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

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

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

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 AFTER SCHOOLS CLUB
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 *£5 per child or *£10 per family for Nursery Care.

Child/Children's Name(s): _____

Address: _____

Post Code: _____ **Tel. No** _____

Attending Paradykes 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					

Start Date: _____

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

Signed _____ **Date** _____

Parent/Guardian

**LOANHEAD AFTER SCHOOLS CLUB
Community Nursery**

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

Address _____

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

Parent's Names: Mother _____ **Father** _____

Mother –
Employers Name & Address _____

Tel. No _____ Mobile _____

Father –
Employers Name & Address _____

Tel. No _____ Mobile _____

Additional contact (in case we 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 Or does your child use regular medication YES / NO

If YES please give details

I understand that LASC 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 LASC Community Nursery.

Signature: Parent/Guardian _____

Date _____

LOANHEAD AFTER SCHOOLS CLUB

COMMUNITY NURSERY

Fee Structure

<u>Session</u>	<u>Time</u>	<u>Cost</u>	
Breakfast	8am – 9am	£3.00	Breakfast provided
Morning	9am – 11.30am	£6.25	Snack provided
Lunch	11.30 – 12.30pm	£2.50	Packed lunch to be provided by parents
Afternoon	12.30 – 3.15 pm	£7.50	Snack provided
Late Afternoon	3.15pm – 5.30pm	£6.00	

Bookings should be based around the time your child attends Paradykes Nursery School and should be made at least one week in advance.

The new Tax Credit for Childcare came into operation as of April 2003. If you're joint income is below £58,000 per year then you may be entitled to help with your child care fees. Help line no 0845 6095000 or www.daycaretrust.org.uk