

# Alehousewells Nursery

## Information for Parents



Butterfly Class



Caterpillar Class

Alehousewells Nursery



C.H.I.R.P.S

2021 / 2022

Alehousewells Nursery  
Bremner Way  
Kemnay  
Aberdeenshire  
AB51 5FW

Nursery Office 01467 538746

School Office 01467 536910

Email: [Alehousewells.sch@aberdeenshire.gov.uk](mailto:Alehousewells.sch@aberdeenshire.gov.uk)

Nursery Closed Facebook Page: Alehousewells Nursery 2021/22

Dear Parent/ Guardian,

It is our pleasure to welcome you and your child to Alehousewells Nursery. The Nursery staff look forward to meeting you and your child.

This is the beginning of a partnership, which will support your child and the family for the years to come. We are proud as a nursery to be able to provide a stimulating environment with skilled and knowledgeable staff who can promote curiosity and child lead learning in a supportive, family setting. The nursery is very much part of the whole school and wider community, we believe that a happy, positive start lays good foundations for your child's future learning and development.

We hope you find this booklet helpful, and it eases the transition from home to nursery. Do not hesitate to contact us if you require any further assistance.

Yours Sincerely.

Carol Hughes

and

Michelle Morrison

Head Teacher

Early Years Senior Practitioner

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# Welcome to Alehousewells Nursery

At Alehousewells Nursery we aim:

- ❖ To create a welcoming, homely, safe and secure learning environment where everyone is committed to stimulate curiosity, resilience and a desire to learn through play and new experiences.
- ❖ To build confidence and independence to enable our children to make good choices and develop skills for life.
- ❖ To provide a curriculum which is responsive to the individual needs and interests of the children.
- ❖ To support the children's understanding and development so that they can achieve their best.
- ❖ To foster a community based upon caring relationships, respect for each other and our environment, in which all children and adults are treated equally and fairly.
- ❖ To provide a nurturing environment for children and their families.

Our Visions and Values for the children are to be.



C.H.I.R.P.S

Our Vision



Our Values

## About us

Alehousewells Nursery was established in 1990 within Alehousewells School. In the beginning, we were the only nursery in the village until Kemnay Nursery opened in 2001. We have continued to grow with the addition of 2-year-old provision and the use of another nursery room in 2015. Currently we only use the large nursery room.

April 2018 saw us being the first setting in Aberdeenshire to provide 1140 hours as part of the Scottish Government's pledge to increase the provision of early learning and childcare; we are now an 8 am – 6 pm nursery: as of 2021 / 22 we are open for 50 weeks of the year. This opportunity allowed us to rebrand our Vision, Values and Aims for the children attending Alehousewells Nursery.

The natural environment inspires us; this has been the driving force behind expanding and developing our outdoor learning. Staff fully understand the benefits of outdoor education and the first-hand experience this gives the children. Besides daily outdoor play in our garden area, we utilise our local community and visit Fetternear Woods, the Viewpoint, the River Don, and local shops and cafes (once Covid-19 restrictions allow)

We strive to create a welcoming, homely and safe learning environment for our children; getting it right for every child is at the heart of our practice. Our core values include the importance of taking time to get to know individual children, families, and the wider community. As part of our nurturing ethos, we pride ourselves on our open-door policy, where we are always available to listen and support our families. Staff have a wealth of knowledge and work alongside several support services which all can access, including the health visitor, educational psychologist, speech and language therapy, social work, and the child development team.

As a child-led learning setting, we encourage children to share experiences and interests. We consult with children and build on their prior knowledge through using significant observations to inform our planning and understand children's next steps. We encourage parents to share their child's learning through various ways, i.e., parent interviews, inductions, stay and play sessions, planning walls, the children's Interactive Learning Diary (ILD), and All About Me folders. Regular parent information letters, emails and our Facebook page are used to communicate with our families.

When developing the children's experiences and interests, we consider the Curriculum for Excellence, How Good is Our Early Learning and Childcare, Realising the Ambition, Pre-Birth to 3, and the National Care Standards. Our curriculum is firmly play-based with active learning, which puts the child at the centre.

As an Aberdeenshire Council setting, we work with the Early Years Development team and our Principal Teacher. The staff has regular opportunities to develop their skills and knowledge by attending regular training and establishing links with other Aberdeenshire Council settings to share and develop good practice.

Being located within a school, our children benefit from becoming familiar with the school environment. The children in our nursery will be a valued member of our school community, supporting the transitions into primary 1. We trust you and your child will enjoy their learning journey with us, and we look forward to sharing their progress and achievements with you.



We are regulated by the **Care Inspectorate** where we are inspected every two years. The last inspection carried out focused on the two areas noted below.

**Areas inspected 15<sup>th</sup> January 2019:**

Quality of Care and Support	5 - Very Good
Quality of Environment	5 - Very Good

**Areas Inspected 7<sup>th</sup> February 2017:**

Quality of Staffing	5 – Staffing
Management and Leadership	4 – Good

Due to the impact of COVID – 19 the normal pattern of inspections has been changed. Currently inspections will focus on how we as a setting have supported our families during the lockdowns and in returning to nursery.



Article 31 from the UNCRC states:  
***All children have the right to play.***

***'Play is often thought of as children's work'***  
Susan Issacs 1930

***'Play is an intrinsic part of human nature and development. For babies and children, the essential role of play is well documented. Through play a child develops their cognitive, social, emotional and physical capacities. Through play, the child can learn to answer their own questions, learn new skills and learn to work collaboratively with other children.'***

## Staffing

Currently we have 6 members of staff in the Early Years Team at Alehousewells.

Mrs M Morrison is the Early Years Senior Practitioner and the manager of the setting.

Mrs B Milne is the Early Years Lead Practitioner who has the overall responsibility for the nursery room.

We have 4 fully qualified Early Years Practitioners.

Miss Cook and Miss Black are fulltime in the setting.

Mrs K Milne works four full days a week.

Miss K Clark works two full days a week.

## Keyworker System

Children's first and most enduring bond is with you and their wider family. However, as they start to spend more time in the nursery, creating strong and emotional bonds is the foundation of healthy development. In recognition of this, we work a keyworker system at Alehousewells Nursery.

*'A keyworker is a valuable point of contact for both the child and their family and a link to the Early Years staff and other professionals providing care and support.'* (Dare & Donovan, 2009 pp172)

Your child will be allocated a keyworker who will be responsible for ensuring your child's developmental needs are being met. Your child's keyworker will be involved in all parental or other professional meetings and will be asked for their professional opinion on your child's developmental needs and how best they can be supported within the setting. However, we are one team and work collaboratively together to ensure we are meeting all the children's needs.



## Curriculum – Early Years

**Realising the Ambition: Being Me, 2020 states:** *Play is essential for children's health and well-being.*

**Your child will follow a play-based curriculum.**

Your Child's Interactive Learning Diary (ILD) is used by staff to record observations and evaluate areas of Early Learning that has been covered. This includes the Curriculum for Excellence, Pre-Birth to 3, Realising the Ambition and the Wellbeing Indicators of (SHANARRI).

You will be able to see what level your child is working at from the colour codes in the observation (red – started to explore, amber – becoming confident, green – achieved).

Early Level Curriculum is accessed from 3 years to the end of Primary 1.

Curriculum for Excellence covers:

- ❖ Numeracy
- ❖ Literacy
- ❖ Health and Wellbeing
- ❖ Science
- ❖ Expressive Arts
- ❖ Technologies
- ❖ RME
- ❖ Social Studies



2-year-old children's observations are based on the Pre-Birth to 3 curriculum.

Pre- Birth to 3 covers:

- ❖ Rights of the child
- ❖ Respect
- ❖ Responsive Care
- ❖ Relationships



## How I you can help you child with their learning.

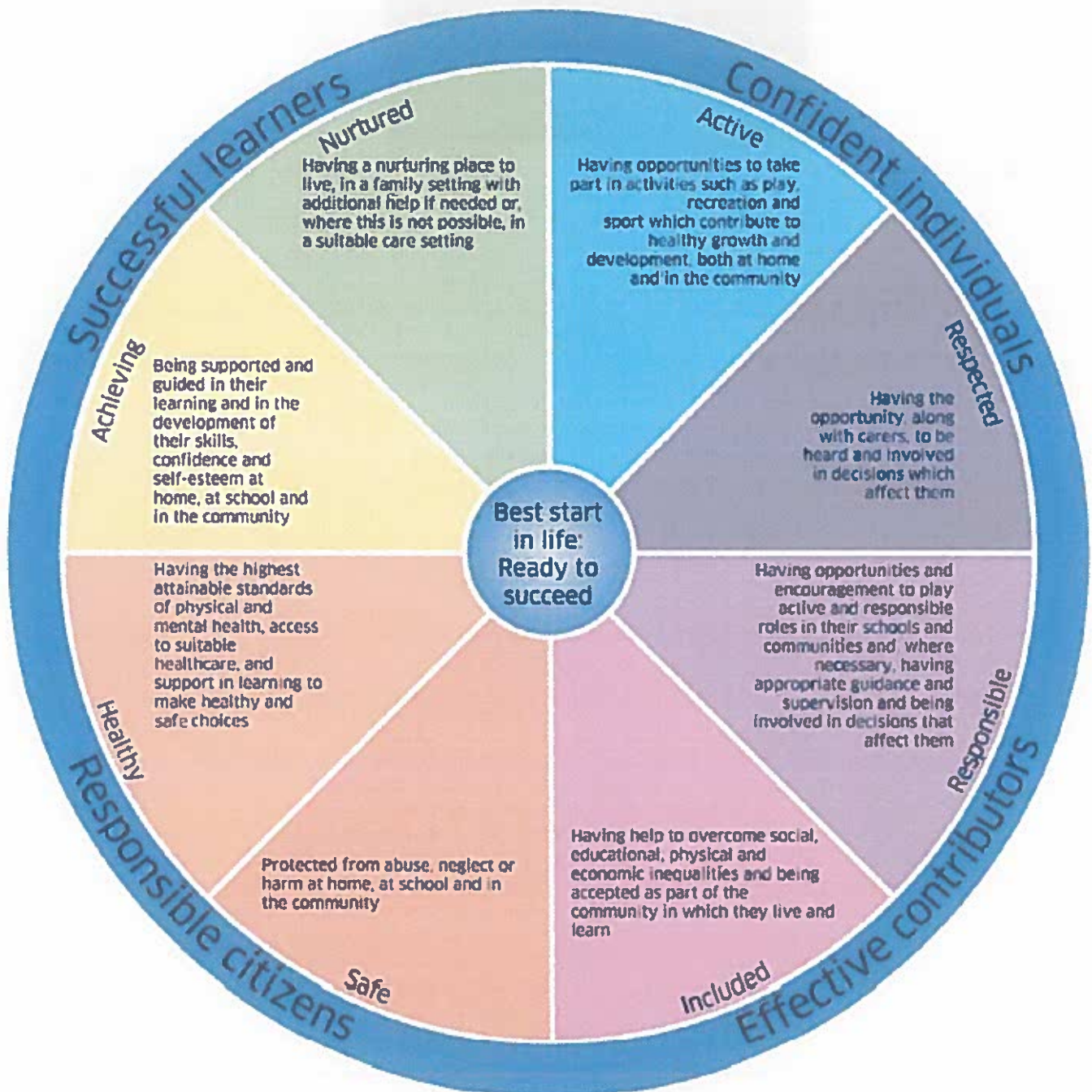
- 🔧 Share and read a story everyday with your child.
- 🔧 Work on independence skills like getting dressed/ undressed, using a fork and spoon.
- 🔧 Spend time looking at the photos/ videos nursery put on your child's ILD/ Facebook page, use this time to chat about what your child is doing/ learning.
- 🔧 Encourage your child to help with household chores such as setting the table.
- 🔧 Put your mobile phone away, have a chat when walking to and from nursery.



## Getting it Right for Every Child

Wellbeing Indicators are used under the guidance of Getting it Right for Every Child (GIRFEC). These indicators are known as SHANARRI. Every child has the right to have these indicators met by all the people who care for them.

At Alehousewells Nursery we use the Well-being indicators of SHANARRI as part of our parental interview meetings. You will be asked to complete an overview of how you feel your child is progressing under the headings of safe, healthy, achieving, nurtured, active, respected, responsible, and included. This information will be discussed during parental interviews as a base on how we can continue to meet your child's overall developmental needs.



## Facilities

Alehousewells Nursery is attached to the main school building. We have a very spacious Nursery classroom and benefit from using some of the school facilities for gym and music sessions.

We have a fantastic outdoor space, which is accessed on a free flow basis daily. We provide daily opportunities for outdoor learning and energetic play. We ask that children come dressed for all weathers, so that they can take part in all outdoor activities. (wellies, waterproofs, hats and gloves).



## **Mealtimes**

### **Snack Café and Funding**

A healthy snack is provided. The snack menu will be posted on the nursery Facebook page; children are encouraged to suggest new snack ideas. A varied menu allows the children to be tempted to try new tastes and textures.

Snack Café is an opportunity for the children to develop their social skills and have time to talk to each other. They are involved in preparing snack as a snack helper which offers many learning opportunities and a chance to develop a range of skills and encouraging independence. (some restrictions are in place due to the Covid-19 pandemic).

Special dietary requirements will be discussed at your induction and recorded in your child's Personal File. Special dietary requirements will be observed.

Snack Fees are set at 50p per snack as per Aberdeenshire Council snack policy. This is billed to you by Nursery at the beginning of each term and needs to be paid within the first few weeks. Payment can be made by BACS payment (bank transfer). Please use your child's name as the reference and inform a member of staff of the transaction.

Aberdeenshire Council's policy is that if your child is absent for the whole of their usual weekly pattern, that their snack fees are refunded by cheque or taken off next term's snack fees.

### **Nursery Lunch**

If your child is in nursery until 1pm they will be provided with a free nursery lunch at 12 noon from a set menu. We are very fortunate to have an excellent catering canteen who provide amazing dishes for the children.

### **Tooth Brushing**

We are part of the NHS Grampian Community Dental Service Tooth Brushing Scheme, Childsmile. This means your child will clean their teeth after lunch. Your child is provided with their own toothbrush which is stored in a brush box. It is presumed that you agree to your child taking part unless you contact Childsmile directly. We have regular visits and advice from Childsmile. Strict Covid-19 restrictions are adhered to and appropriate risk assessments are in place to ensure the safety of all.

Every child attending Alehousewells Nursery is eligible to be offered:

- Free daily supervised toothbrushing in nursery.
- Free dental packs, which contain toothpaste of at least 1000 parts per million (ppm) fluoride and oral health messages.
- Oral health education (provided by the nursery and Childsmile Team)

## **Nursery Times and Attendance**

Alehousewells Nursery opening times are from 8am – 6pm. Sessions are run in 5 hour blocks 8am-1pm and 1pm – 6pm: we offer a soft start 8am – 9am and a soft finish 4.10pm – 6pm. You will have already been asked your session choice for your child.

### **Drop Off and Pick Up Times** **AM Drop Off**

Drop off will be at the nursery gate at the time agreed with nursery. You will be greeted by a member of staff. Please do not enter the nursery garden if there is not a member of staff there.

### **PM Pick up / Drop off**

(Unless otherwise stated by Covid – 19 risk assessment the following applies)

**Pick up 1pm finish** - Doors will be open from 12.50pm – 1pm. Please ensure your child has been picked up by 1pm.

**1pm start Drop off** 1-1.10pm. Please do not arrive too early as children will be leaving between 12.50pm and 1pm. If your child is starting at 1pm they will not be able to come into nursery until 1pm.

Core session for the afternoon finishes at 4.10pm. Children will be ready for collection from 4pm and taken to the nursery garden gate by a member of staff. Please do not enter the nursery garden.

Should you be late, there is a bell outside the nursery door to gain the staff's attention.

All children must be picked up by an adult (over 16 years of age). If your child is being picked up by a stranger to us, please let a member of staff know so they can write their name on the sign in sheet. If you are delayed and cannot collect your child on time, please contact the school or nursery office. (telephone numbers on front page).

We appreciate your support regarding drop off and pick up times. It is paramount that the children's safety comes first.



## Safety and Security

The safety of the children in our care is of paramount importance and we strive to ensure that our Nursery is a safe environment.

To maintain a safe and secure environment for our children, strict security is in place. All staff wear identification badges. The nursery door is kept locked except for identified times. Visitors to the nursery are asked to enter via the main school reception where they will be greeted and asked to sign in. Regular visitors to the nursery can sign in at the nursery cloakrooms where we also have visitor badges and sign in sheet.

The small car park at the side of the building is for **staff only**. Parents are encouraged to use the larger car park at the back of the school building. Make sure your child is always closely supervised when approaching and leaving the Nursery building.

As we use our outdoor garden regularly, walking through the large nursery garden is prohibited between the hours of 8am and 6pm. You can NOT walk through the nursery garden to get to the school reception. You **MUST** go around the pavement to access the main school building.

Please do not be offended if you are asked by staff to go around the path. Please advise other friends and family members of this new practice.



## Home and Nursery Partnerships

At Alehousewells, we aim to make our Nursery a warm, friendly, and welcoming environment for both children and their families. Building on the learning they have already experienced, we strive to stimulate curiosity, resilience, a desire to learn through play and new experiences.

On acceptance of a place in the Nursery for your child, you will be invited to visit the nursery. This will allow your child and your family to explore the nursery, meet the staff and ask any questions you may have. During this time, staff will meet with your child and yourself to complete their Care Plan and learn more about your child's particular likes/ dislikes, etc.

We operate an open-door policy; it is essential you discuss any concerns that may affect your child's learning or behaviour in nursery with staff at the beginning or end of a session. All information shared is confidential.

Our nurture ethos for families supports your child's development. We are always open to suggestions, so let us know if there is anything that you would like to find out more about.

As our planning is responsive to the children's needs and interests, we use a planning wall in the nursery to evidence the children's ideas and how we have met their interests. We use the nursery, your child's ILD and the Facebook page as a way of sharing our plans; we welcome your input.

We continuously evaluate and reflect on our practice in nursery and think about how we can do things better. We will ask yourself and your child what you think about different things using online questionnaires (FORMS) and the nursery Facebook page. Please take time to respond; we really appreciate your thoughts and opinions.

Throughout the year, opportunities arise to discuss your child's development and progress through Parent/ Carer/ Early Years Lead Practitioner/ Early Years Practitioner interviews. You are invited to attend a telephone settling-in interview 28 days after your child starts nursery. We hold two parent meetings a year via telephone, where we can discuss your child's developmental and learning progress.

Due to Covid- 19 restrictions, we have been unable to have our regular 'Stay and Play' sessions. As soon as restrictions allow, stay and play sessions will resume when deemed safe to do so. This opportunity gives you the chance to stay for part of the session to share their learning experiences with your child. Children very much enjoy having their significant people in their lives in nursery and we enjoy getting to know the children's important people.

## Personal Care

Before your child starts nursery, you will be given a Care Plan to complete, allowing the staff to know your child's individual needs. This will enable us to support your child appropriately within the terms of the Care Plan agreement. This will be kept in your child's personal file and can be amended as and when appropriate.



## Personal Property / Clothing

It is important your child is dressed in clothes which are easily managed, particularly when this involves going to the toilet or getting changed for outdoors.

Nursery uniform is available from [www.abovealldesigns.com](http://www.abovealldesigns.com)

**Please note you need to select Alehousewells Nursery**

Please provide your child with named indoor shoes as outdoor shoes are changed on entry to Nursery. Each child has their own named peg. **Please provide wellies and waterproofs to remain in nursery if possible. We are out in all weathers.**

**Please label all children's garments and footwear as many items are identical or similar.**

Children should not bring items of value to Nursery; staff cannot be held responsible for any personal items that are lost or taken.

Due to our COVID-19 Risk Assessment you are required to leave your child's bag with a change of clothes in nursery, staff will return any wet or soiled clothing and let you know what needs replaced.

Unfortunately we **can not** have any items from home in nursery, if your child has a comforter please let the staff know and we can discuss how we can support your child's use of their comforter.



## Health Matters

If our child is ill and will not be in Nursery, please telephone the nursery. When your child has been vomiting or had diarrhoea, they **MUST not return** to nursery until they are 48 hours clear from the last bout of illness.

**Covid – 19 is still prevalent, and we need to continue to be vigilant regarding everyone's safety. If you or your child is showing symptoms of Covid-19, including a new continuous cough, high temperature or loss of smell or taste, you should seek medical advice and not take your child to nursery. Therefore, you must keep your child off nursery if they are unwell; this includes having a cold. The nursery has a zero-tolerance policy regarding this; if your child shows cold symptoms, you will be asked to collect your child from nursery.**

If your child becomes unwell during a Nursery session, a member of staff will contact you. Therefore, it is essential that all emergency contacts are up to date.

**If your child shows Covid-19 symptoms when in nursery, they will be isolated until collection.** The most up-to-date Covid-19 risk assessment is available on the school website under Nursery.

If your child requires any medication to be administered when in nursery, including inhalers, please ask staff for the relevant medication form, which permits us to administer the medication. Only medication that has been prescribed by the doctor and has your child's name on the packaging can be administered by Nursery staff.

## Health Advice

See NHS Guidelines Website for most up-to-date health advice.

[www.nhs.uk/livewell/yourchildschool/pages/illness.aspx](http://www.nhs.uk/livewell/yourchildschool/pages/illness.aspx)

## First Aid

All nursery staff have a first aid qualification. If your child has an accident in nursery staff will attend to your child. They will record the injury and the treatment administered. You will be given a copy of this information. In the event of a more serious accident, parents/ carers or the child's emergency contact will be contacted immediately.





## **Admission to Nursery**

Children in their ante pre-school year (3-year olds) and in their immediate pre-school year (4-year olds) may be admitted to our Nursery. Where more applications than available places are received, children will be admitted by the local admissions panel following strict priority criteria. This is according to the revised Aberdeenshire Council Education, Learning and Leisure policy, a copy is available from the school office. Enrolment for the following session normally takes place during February.

Under the revised Aberdeenshire policy, parents of ante-pre-school children still need to apply for a pre-school place if they are returning to the same setting. There are several places for 2-year olds who meet the criteria. Application forms can be obtained for the Department of Work and Pensions or by contacting the Early Years Team at Aberdeenshire Council on 01224 664026, or from the web site [www.aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information](http://www.aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information)

## **Beginning Nursery**

In August, children are gradually admitted to Nursery over 1/ 2 weeks depending on numbers and individual needs. Returning children are admitted first.

## **Data Protection**

On admission to nursery, we will seek your permission to use photographs/ video recordings for the purpose of internal assessment and display. You will be required to sign consent forms that comply with the current GDPR (General Data Protection Regulation).

## **Insurance**

Aberdeenshire Council holds no insurance cover to provide automatic compensation to pupils in the event of a personal accident or death. It is your responsibility as a parent/ carer to insure your child for personal accident or death if you feel this is appropriate.

The Council does hold third-party liability insurance, which indemnifies the Council from claims from third parties (e.g., parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or it's employees. However, if there were no negligence, no claim would be accepted by the Council.

## **Risk Assessments**

The nursery carries out regular reviews of their risk assessments to ensure the environment and activities are as safe as possible.

## Getting Ready for School



Children who will start P1 in August are enrolled in January of the same year to the school of their choice. This is for children who will be five before the end of August. Those whose fifth birthday is between the 1<sup>st</sup> September and 28<sup>th</sup> February of the following year may also be admitted to P1. Details of enrolment dates are advertised in the local press by the Authority each January.

In accordance with the Aberdeenshire Council pre-school policy, there is an opportunity for entry to school to be deferred. This automatically applies to children with January/ February birthdays. Children who are five between the 1<sup>st</sup> September and 31<sup>st</sup> December can also apply for a deferred entry. Nursery staff are always available to discuss your options prior to enrolment.

Parents wishing to enrol their child are welcome to the school at any time. It is advisable to let us know when to expect you so that someone can be available to show you around discuss any queries you might have. As a setting, we are very involved in school life, and children will be transitioned throughout the school year by having joint sessions with Primary one and Primary 6.

### Parent Council

Alehousewells School has a Parent Council that actively supports our nursery and school by holding meetings once a term. The Parent Council is always looking for willing parents and carers to come on board; you are more than welcome to join the meetings, help with fundraising activities, and offer skills or suggestions to enhance our school community.

## **Child Protection**

Everyone has a responsibility to protect children from harm. School and Nursery staff are in a unique position to contribute to the protection of children and must share concerns with appropriate colleagues and agencies.

Every school has a Designated Child Protection Officer (DCPO) who has been specifically trained to listen to concerns and act on them as necessary. In Alehousewells Nursery it is the Early Years Senior Practitioner and Head Teacher. Unless satisfied that a child has not been harmed or is at risk of being harmed, the nursery/ school must relay their concerns immediately to the Social Work service and/ or the Police. Social Work and the Police will determine when and how the child's parent/ carers and other services are to be informed of the concerns.

Kemnay Social Work – Family Resource Centre  
Aquithie Road  
Kemnay  
AB51 5SS

Duty Social Work 01467 532888  
Family Centre 01467 543555

## **Comments, Compliments, and Complaints**

Alehousewells Nursery is committed to delivering a quality service to all our users. We aim to take effective action to ensure standards are upheld and welcome being informed where they have not been satisfactory.

Our Complaints policy is displayed on the Nursery notice boards. We very much welcome comments about our service and how we operate. We continually evaluate our practice. We encourage parents to post comments on our How Good is Our Learning tree and respond to questionnaires and You said we did questions.

Aberdeenshire Council policy on Comments, Compliments and Complaints can be found on at [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk) or a copy can be obtained from the school office.

We are regulated by the Care Inspectorate who can be contacted by:

Telephone: 0345 600 9527

Email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

Complaints: <http://www.careinspectorate.com/index.php/scswiscomplaint-form>

**Thank you for taking the time to read our nursery booklet.**

**We are looking forward to getting to know you and your child.**

**The Nursery Team.**

## Appendix

### The terminology you may hear:

**PVG – Protecting Vulnerable Groups.** Membership of this scheme ensures people whose behaviour makes them unsuitable to work with children cannot do 'regulated work' with these vulnerable groups. Your school can give you an application form.

**GIRFEC – Getting It Right For Every Child.** GIRFEC is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent (s) to work in partnership with the services that can help them.

**SHANARRI (well-being indicators) -SHANARRI** is an acronym for the eight wellbeing indicators in the Curriculum for Excellence Health and Wellbeing curriculum. It stands for **Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included.**

**UNCRC - The United Nations Convention on the Rights of the Child** is an international human rights treaty which sets out the civil, political, economic, social, health and cultural rights of children.

**CI - The Care Inspectorate** is the regulatory body for care services in Scotland. It regulates a range of care and support services including child minding/child day care.

**Education Scotland - Education Scotland** is a Scottish Government executive agency charged with supporting quality and improvement in Scottish education.

**HGIOELC – How Good Is Our Early Learning and Childcare** is a framework for self-evaluation in nurseries.

**Parent Forum - The Parent Forum or Parent Body** is the name given to all parents (including guardians and carers) of all children attending the school.

**Parent Council - Parent Councils** are the recognised way for schools and local authorities to consult with parents. It is the role of the Parent Council to gather and represent the views of all parents