

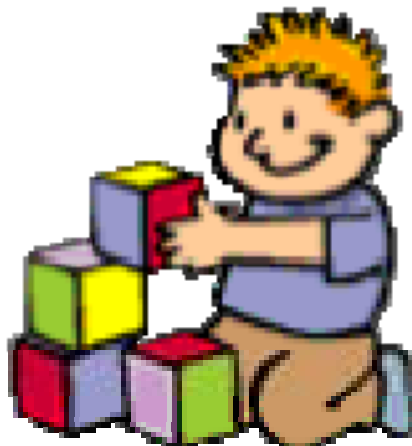
## Welcome to Merkinch School Nursery

Opened in August 2006, Merkinch School Nursery provides pre-school education for 4 year olds within the Merkinch area.

We aim to provide a secure, happy, friendly, stimulating environment where children can learn and have fun together, supported by an enthusiastic and professional staff team.

Children arrive in nursery as experienced learners, bringing from home a great deal of knowledge about themselves and their world. We hope to be able to work together to build on and extend their developing interests, skills and experiences.

We hope this nursery brochure will be useful to you. Additional information will be available at the Parent's Induction Meeting and at the start of term when we look forward to welcoming you and your child to Merkinch School Nursery.



## Staffing

Head Teacher	Mrs Fay Broadley
Depute Head	Mrs Tracy Sinclair
Nursery Co-ordinator Teacher	Mrs Karen Cox
Nursery Assistant	Mrs Belinda McWilliam
Nursery Assistant	Mrs Maureen MacLennan
Support for Learning Auxiliary	Mrs Joyce McFarlane
Nursery Auxiliary	Mrs Sheila Knott
Learning Support Auxiliary	Mrs Michelle Gair

The Nursery Co-ordinator Teacher will co-ordinate nursery education in our nursery cluster which also includes nursery provision in Merkinch Family Centre and Fliperz. From time to time other people will also be working in the Nursery, such as students from Inverness College or Professionals from other Agencies.

## Contacting us

Our nursery staff, the Depute Head and Head Teacher are pleased to answer any queries you may have about the Nursery. Our contact details are:

Merkinch School Nursery  
Merkinch Primary School  
Telford Road  
Inverness  
IV3 8HY  
Tel: 232962

In the event of possible closure due to severe weather, parents should contact:

Highland Council Information Line	0870 054 6999
The PIN for Merkinch is	04 2600

Updated information about school closures is also broadcast on Moray Firth Radio.

## Nursery Aims

Within our nursery, we aim to:

- Provide a safe and stimulating environment in which children can feel safe and secure
- Encourage positive attitudes; developing confidence and self esteem
- Create opportunities for meaningful and constructive play
- Promote children's learning in:
  - emotional and social development
  - communication and language
  - knowledge and understanding of the world
  - expressive and aesthetic development
  - physical development and movement
- Work in partnership with parents/carers to establish positive home/school links
- Meet the National Care Standards set out by the Care Commission
- Arrange appropriate professional development and training for all staff

## Nursery Hours

Morning session	9.00 - 11.30
Afternoon session	12.30 - 3.00

Your child will attend either morning or afternoon sessions. Sessions will be allocated as soon as possible after enrolment. It is important to be as punctual as possible in delivering and collecting your child. The nursery day is structured and it would be unfortunate if the children missed an important part of their session.

All children must be brought to the nursery and be collected by **an adult known to the child**. We will not under any circumstances allow a child to go home with someone we do not know or have not been told will be collecting the child. Please make a point of telling a member of staff who will be collecting your child.

## Up To Date Information

### Emergency Details

Please advise us of any change to emergency details such as new mobile phone numbers or change of names or addresses.

Should there be any changes to your child's medical history (i.e. allergies, involvement of others e.g. speech therapist) please notify us as soon as possible.

If there is a change to your personal circumstances please notify a member of staff as it helps us support your child through difficult times (e.g. grandparent bereavement) and keep your child safe (e.g. restricted access of parent

## **Nursery absent child procedure.**

Although nursery is not compulsory, in the interests of children's safety and well being, if any child has been absent for 2 or more consecutive days (including Friday then the following Monday) without any contact from their parents or carers the Nursery Co-ordinator Teacher/Nursery Assistant will follow this procedure;

Step 1. Phone the parents/carers at home. If staff are unable to contact the parents or carers at home they will try the parents mobile and/or work contact numbers.

Step 2. If step 1 is unsuccessful staff will then try phoning the emergency contact numbers.

Step 3. If staff have been repeatedly unsuccessful in steps 1 and 2 and the child has been absent for 5 days or more, the head teacher will be informed and further procedures will be implemented.

If your child becomes ill, or has an accident whilst attending Nursery we will contact you by telephone. If there is no reply we will ring your emergency contact number.

**Please do not send your child to Nursery if they are ill, have diarrhoea, head lice or another infectious disease. If your child has vomited they should not return to nursery until 48 hours after the sickness has stopped. If they have suffered from diarrhoea, the children should remain off Nursery until 48 hours after symptoms have ceased.**

(Highland NHS Board, Recommendations on Exclusion from Playgroups, Nurseries, Schools and Workplace due to Infectious Illness.)

## Snack

There is no need for your child to bring anything to eat at nursery as a small healthy, snack is provided.

Snack costs 30p per day which can be paid on a Monday, £1.50 for the week or on a daily basis

Often the children are involved in the preparation of this food through baking and cooking activities under supervision. Snack time offers an opportunity to develop a range of social skills and encourages the children to make healthy choices.

If your child needs to avoid any foods for medical or religious reasons please let staff know.



## Home/Nursery Links

### Parents as Partners

Parents are children's most important educators in their earliest years and continue to play a major role in their young child's learning when they enter the early years setting.

(A Curriculum Framework for Children 3 -5)

We value your role and look forward to working in partnership with you in the Nursery setting. Here are some ways you can become more involved with your child's learning experiences and help build a unique link between home and school:

- Read to your child every day, talk about the books, read familiar words to them, for example, labels on their favourite foods, titles of TV programmes etc.
- Encourage your child to listen to songs, music, stories and rhymes and retell or sing them back to you
- Talk with them, answer questions and play remembering games and guessing games such as "I Spy"
- Encourage them to ask questions
- Encourage them to count and use numbers in every day situations and in nursery rhymes
- Help them to match and sort things, e.g. putting knives and forks, cups and saucers and socks into pairs or sorting out big and little tins and putting packets into order of size
- Give them the chance to use their fingers and hands, e.g. building with bricks, cutting out with scissors, helping with baking or food preparation and fastening zips and buttons
- Encourage them to express their own ideas and feelings through using crayons, pens, pencils, paint, music and play
- Encourage them to explore their own environment

## **Fostering independence**

Encourage your child to become more independent by doing things for themselves, for example:

- Put on /take off coat
- Fasten zip or buttons
- Put shoes on correct feet
- Dress/undress for gym
- Washing hands before meals

## **Hygiene**

To curb the spread of germs in the Nursery please support

- the use of tissues for runny noses
- covering mouths when coughing
- not placing toys in mouths

## **Toileting**

Encourage your child to be able to use the toilet unaided;

- Carry out toilet hygiene
- Flush toilet
- Wash hands thoroughly

Should your child have any problems with regard to toileting, please speak to Nursery staff to enable us to deal with this appropriately.

## **Clothing**

All children should bring a pair of suitable indoor shoes. It would be appreciated by staff if the shoes are easy to get on and off.

Children should wear comfortable play clothes. Please ensure that children can climb, cycle and run freely in their clothing. Although aprons are provided for more messy activities, clothes may get dirty from time to time.

Please dress your child in such a way as to allow them to be independent when going to the toilet, e.g.; no belts, braces, tight buttons unless they can undo them by themselves.

We would also appreciate a change of clothes in case of accidents or spillages. These should be stored in your child's tray.

Nursery sweatshirts are available if required and can be ordered from nursery staff. Sweatshirts are available in size 3-4 and 5-6 and cost £7.50.

**Please make sure that all clothes and shoes are clearly labelled.**

## **Keeping in Touch**

On an informal basis you will see your child in nursery every day, as you drop off and collect. You will have the opportunity of exchanging information with the staff eg. if your child has a cold and hasn't slept well. In turn the staff will be able to say how the day went for your child. You will be able to see new things in the room, paintings on the wall, construction toys completed.

More formally in November you will be invited to have a discussion regarding your child. This will be on an appointment basis.

You will also receive a written report in June detailing you child's progress throughout the year.

## **The Nursery Curriculum**

The Nursery Curriculum helps staff to plan activities and experiences which promote children's development and learning in each of the five key areas:

- Emotional, personal and social development
- Communication and language
- Knowledge and understanding of the world
- Expressive and aesthetic development
- Physical development and movement

Details of the Nursery Curriculum are on display on the notice board. This will show you exactly what the children are learning each week.

## **Nursery Policies**

Curricular policies along with nursery welfare policies are available for parents to view in the cloakroom area beside the notice board.

### **Insurance Cover**

A certificate and covering letter giving details of insurance cover provided by the Highland Council will be displayed on the Nursery notice board.

### **GETTING IT RIGHT FOR EVERY CHILD: Working together**

Our nursery works closely with other agencies so that the resources and information we have will bring the most benefit to families.

The aim is to ensure we have the right services for your child at the right time.

We have a Link Health Visitor, who visits the centre at least once a term. Her main role is to offer advice on children's development and to be the lead person if your child requires extra support. She will liaise with your Family Health Visitor.

Our Link Health Visitor is: **Maureen Davidson**

Telephone number: **706700**

If your child would benefit from help from other agencies you will usually be asked for permission so that relevant information can be shared. This enables staff to get a rounded picture of your child and means you won't keep being asked for the same information by different people.

If it is believed your child's immediate safety is at risk, we can share their information without consent, enabling us to deal quickly with any potential situation, e.g. child protection issues or emergency medical procedures when parents are not present.

## **Child Protection**

All Highland schools and nurseries have child protection policies in place. These procedures are part of the Highland Inter-Agency Child Protection Guidelines and are agreed by all agencies working with children.

If the nursery has a child protection concern about a child the Head Teacher has the duty to contact Social Work Services to obtain further advice or assistance with the matter. A referral to social services does not necessarily mean that a child is being abused or neglected. What it does mean is that the Head Teacher is very concerned about the child's welfare and recognises that some support may be required for the child and family.

## **The Care Commission**

The Care Commission regulates Early Education and Childcare in Scotland. Information about the Care Commission will be displayed on our notice board.

Each year the Nursery is inspected by the Care Commission against a set of standards and regulations to ensure the children have access to a safe, secure, stimulating and welcoming environment in which they can learn. We are also inspected by H.M.I.E, who assess the standard of education provided by the Nursery.

Parents and carers will be kept informed throughout the inspection process.

## **Nursery Comments and Complaints Procedure**

The nursery comments and complaints procedure will be displayed on our notice board.

Parents/carers are also able to contact the Care Commission directly with a complaint, if they so wish. The local address and telephone number for our centre is:

Care Commission

Unit 4

39-41 Harbour Road

Inverness

IV1 1VF

Tel: 04163 227630

The Care Commission publication "How to use the Care Commission Complaints Procedure" is also available.

## NURSERY HOLIDAY DATES 2010-2011

<b>Closes at 3.00 on-</b>					<b>Reopens at 9.00 on -</b>			
					Monday	5 <sup>th</sup>	January	2009
February weekend and In-Service	Wednesday	11 <sup>th</sup>	February	2009	Wednesday	18 <sup>th</sup>	February	2009
Easter Holidays	Friday	27 <sup>th</sup>	March	2009	Tuesday	14 <sup>th</sup>	April	2009
May Holiday	Friday	1 <sup>st</sup>	May	2009	Tuesday	5 <sup>th</sup>	May	2009
Summer Holidays	Thursday	2 <sup>nd</sup>	July	2009	Tuesday	18 <sup>th</sup>	August	2009
October Holiday and In- Service	Friday	9 <sup>th</sup>	October	2009	Thursday	29 <sup>th</sup>	October	2009
Christmas Holidays	Wednesday	23 <sup>rd</sup>	December	2009	Monday	11 <sup>th</sup>	January	2010