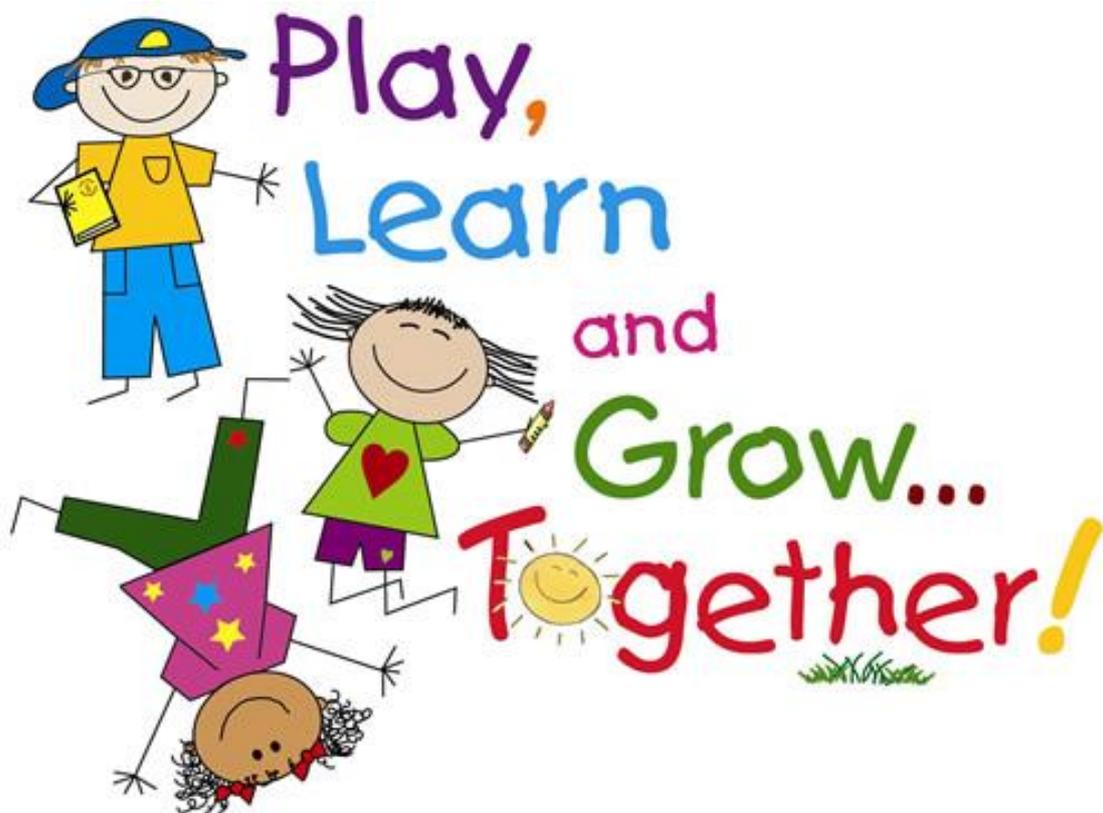


St David's Nursery Class Handbook



Welcome

Welcome to St. David's Nursery Class. Starting nursery is a major step in your child's development and we aim to work in close co-operation with parents and carers to make the transition from home to Nursery as smooth as possible for you and your child.

We very much look forward to having your child with us in St. David's Nursery Class and hope that both you and your child find the experience rewarding and enjoyable. Staff are committed to creating a safe, happy and stimulating environment where each child is treated as an individual and encouraged to achieve his/her full potential.

We seek to promote an active partnership between home and school. Staff are committed to working with parents to solve problems and put things right if concerns are raised. Please do not hesitate to contact us if you have any concerns regarding your child.

We hope you find the information in this handbook informative and relevant, but please speak to staff if you have any questions, difficulties or comments.

Thank You,
Mr Innes and the Nursery Team:
Mrs Singh, Mrs Doran, Mrs Rafferty & Miss Fraser

Useful Information

Address:

St. David's Primary School
4 West Pilton Crescent
Edinburgh
EH4 4HP.

Nursery Telephone Number: 0131 315 2623

School Telephone Number: 0131 332 3500

Staff:

Head Teacher	- Siobhan Kellock
Depute Head Teacher	- Lorraine Cusack
Principal Teacher	- Jennifer Fallon

Nursery Teacher	- Kenneth Innes
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Early Years Practitioners	- Kathleen Rafferty
	- Lynne Doran
	- Balbinder Singh
	- Emma Fraser

Nursery Session Times

Morning Session:	Monday to Friday 8.30 – 11.40 a.m.
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Afternoon Session:	Monday to Friday 12.20 – 3.30 p.m.
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Current Nursery Roll:

Morning:	30 part-time spaces
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Afternoon:	30 part-time spaces
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Starting Nursery

Admission

Parents seeking a place in St. David's Nursery are welcome to visit. Please come and ask at the school office for an application form. Your child's name will then be added to our waiting list. The minimum age for entry is 3 years old. Priority is given to children in their pre-school year. We strictly follow the admissions criteria set out by the City of Edinburgh District Council.



Settling In

Before your child starts nursery we will invite you both for a visit. We will show you around and help you to complete the necessary paperwork.

Some children settle in very quickly at nursery, some settle at first but later want you to stay. Some children take longer to accept separation. We will work with you to help your child to settle happily. We ask you to stay for the first few days. When your child is happy to stay without you, we build up the time they spend without you in nursery. We will be flexible and work with you so that each child has the time and support necessary to settle in securely and attend a session happily on their own.

Practical information

We aim to keep you involved and up-to-date with what is happening in nursery through:

- Notices in the cloakroom
- Newsletters
- Displays in the cloakroom showing children's learning
- Providing written reports twice a year
- Leaflets and information sheets
- Offering curriculum talks and workshops
- Twice yearly Parent Consultation appointments
- Access to your child's online Journal

Parents and carers' opinions and ideas matter to us. We try to encourage this by:-

- Being available to chat at drop off and pick up times.
- Being able to meet with you to discuss your child's needs, interests and achievements.
- Sending out simple questionnaires.
- Displaying our complaints procedure and dealing with any problems quickly and confidentially.



Snack and Nursery Funds

Snack costs £1.00 each week and we also collect £1.00 for our Nursery fund, making a total of £2.00 each week.

We collect this money every Monday and we ask that you pay in advance. Some parents may prefer to pay monthly or termly, which is even better for us. We are happy to refund money if your child is absent for a week.

The Nursery fund money is used to help pay for subsidising trips, Christmas parties and presents for the children, graduation parties, cooking ingredients, games, toys, gardening resources and cleaning materials.

We also hold fund-raising activities throughout the year to help us top up this fund.

Please advise the Nursery if your child has a medically identified allergy to a particular food or milk, or if your child cannot eat certain foods for cultural reasons.



Health

If your child is feeling ill or poorly it is usually much better for them to be at home rather than in the busy workplace of a Nursery class.

Very often children will say they want to come even though they may have been sick during the night. Please judge carefully. Children do not get the best out of Nursery nor are they able to give their best when they are not feeling 100%.

If a child has sickness or diarrhoea, please allow **at least 48 hours Clear** from symptoms before returning to Nursery, we know this may be hard but it would be far worse if sickness spread through our other pupils. Please let us know by telephoning the Nursery or School if your child is to be absent through illness, especially if it is an infectious disease.

There is a permission slip form available if your child needs medication to be given whilst at Nursery.

Parents have prime responsibility for their children's health and should provide the Nursery with information about their child's medical condition.

Preventative inhalers (blue) must be handed to a member of staff and will be kept in a locked drawer. It is important that if required, your child has a labelled inhaler for Nursery use. It is the parent's responsibility to ensure that these are renewed as necessary.



Clothing

Children will be encouraged to dress themselves. Clothes worn should be suitable for both indoor and outdoor play. Ideally they should wear:-

- Comfortable clothes which are easily fastened and washed (play can get messy in the nursery).
- **S**lip on or **V**elcro indoor shoes.
- Outdoor shoes which are **E**asy for them to put on and take off by themselves.
- Clothes suitable for the season. For example, warm jackets, scarves, hats and gloves in the winter. Sun hats, long sleeves, sun cream in summer, etc.
- Wellington boots and waterproofs for wet/muddy activities.

It is useful if your child has a named bag on their peg which contains a change of clothes in case of accidents, although we do have clothes they can borrow in nursery. Please return any borrowed clothes as soon as possible.

Please mark all items of clothing, including footwear with your child's name. This helps everyone to identify them, including your child!



Parental Involvement

Parental involvement is welcomed and encouraged in our Nursery. We welcome ideas and suggestions for improvements from parents.

A suggestion box is located in the cloakroom. We also invite all parents to volunteer to become parent helpers in the Nursery.

Current tasks undertaken by parent helpers are:-

- Helping to issue library books to the children.
- Escorting children on educational visits.
- Helping to organise and issue storysacks to pre-school children.
- Reading stories to children in their home language.

Please let us know if you have the time and would like to help in any way. Thank You!



Nursery Aims, Experiences and Outcomes

St. David's Nursery Class always puts the best interest of the child first. We aim to work in partnership with parents in developing children's learning.

We believe in social inclusion and accommodate all children within our Nursery setting.

We work hard to ensure that children leave our Nursery happy, confident, independent, eager to learn and keen to start School. In our efforts to achieve this, we follow the aims, experiences and outcomes of the Curriculum for Excellence.

- Provide a safe and stimulating environment in which children can feel happy and secure, learning successfully through their play.
- Encourage the emotional, social, physical, creative and intellectual development of children to help them become confident individuals.
- Promote the welfare of children.
- Encourage positive attitudes to self and others and develop confidence and self-esteem leading towards becoming responsible citizens.
- Create opportunities for play.
- Encourage children to explore, appreciate and respect their environment.
- Provide opportunities to stimulate interest and imagination.
- Extend children's abilities to communicate ideas and feelings in a variety of ways, learning to contribute effectively.

Positive Behaviour

All children in our Nursery are individuals. Part of a child's development is learning to live, learn and play alongside and with others.

Staff encourage children to share and express their needs and feelings and find positive ways to solve their problems. We help children to do this by:-

- Dealing with problems in a calm and consistent way.
- Praising and rewarding good behaviour.
- Involving children in creating simple Nursery rules.
- Supporting children in solving conflict.
- Being approachable and consistent in our behaviour management approaches.
- Explain and model acceptable behaviour.
- Help children to find positive ways to deal with their feelings.
- Re-focus them on choosing a more positive activity.
- Support them to try and resolve conflict situations.

We hope this booklet has been of use to you, please remember if you have any questions, suggestions or comments please let us know and we will be happy to help.

Kind regards,

The Nursery team

