



Established – 1995

HANDBOOK

Dean Park Nursery
56 Beansburn
Kilmarnock
Ayrshire
KA3 1RN

Tel-01563-539128

Fax-01563-549806

Website - www.deanparknursery.co.uk

E-mail - info@deanparknursery.co.uk

Registration No-CS2003037072

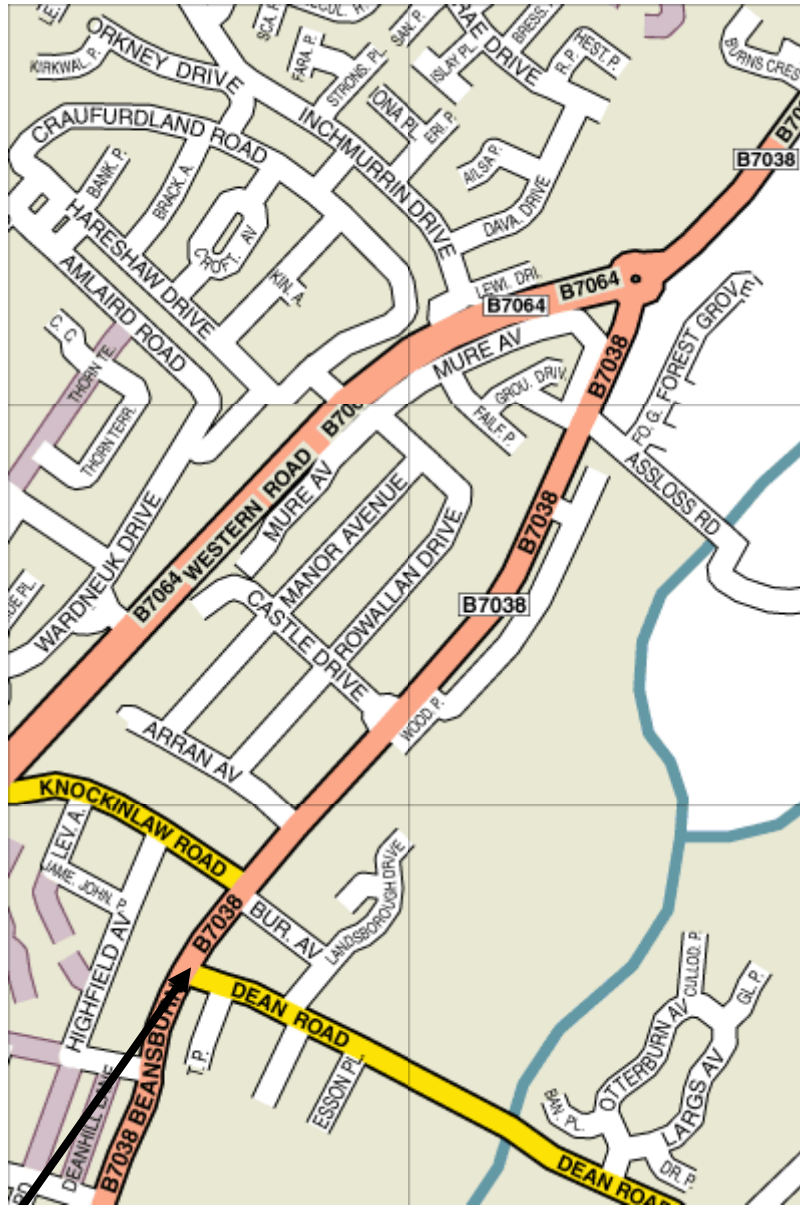


East Ayrshire
COUNCIL

"In Partnership with East Ayrshire Council"

2015 ~ 20th Anniversary Year

How to find us!

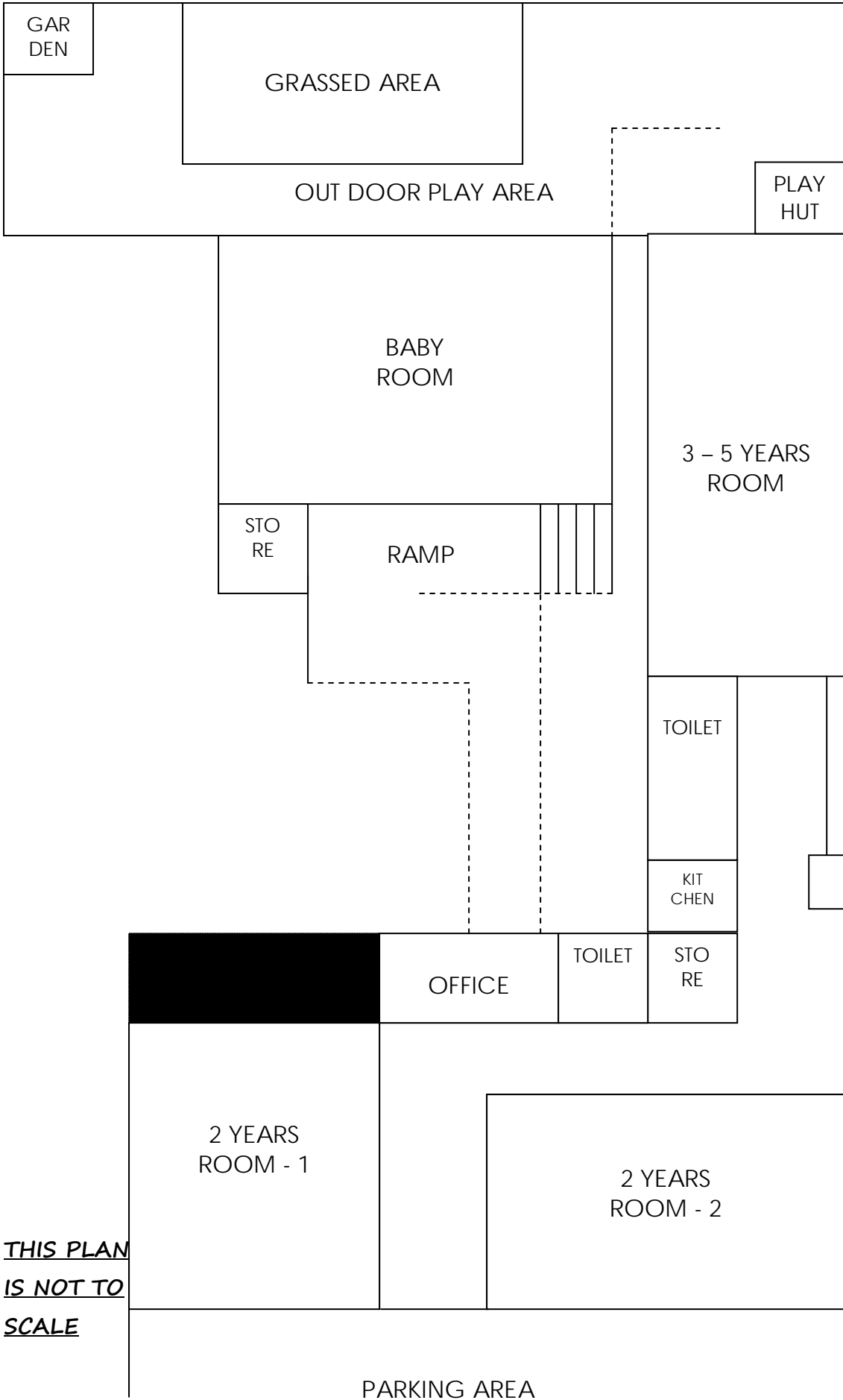


56 Beansburn, Kilmarnock, Ayrshire, KA3 1RN.
Tel :- 01563-539128



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THIS PLAN
IS NOT TO
SCALE

Establishment Aims

To ensure children become successful learners, confident individuals, effective contributors and responsible citizens we will provide each child with quality provision for the 8 curriculum areas within the Curriculum for Excellence.
To ensure children 0 - 3 are engaged in learning through the Pre-Birth to Three curriculum, incorporating the 4 Key principles.
To provide a welcoming environment where the children feel safe, secure and relaxed.
To care for the child's individual needs by providing a well-balanced curriculum.
To provide a stimulating environment, encouraging children to develop to their full potential.
To provide qualified staff to empower children, enabling them to develop new skills and enjoy new experiences.
To promote equal opportunities by encouraging respect for others.
To encourage and develop partnerships with parents.
To encourage links with outside agencies and involve them with the development of the nursery and children.

East Ayrshire Council – Statement of Commitment

Developing Excellence in Education and Improving Opportunities for All through Quality, Equality, Access and Partnership.

Standards in Scotland's Schools etc Act 2000

The Act places a duty on all local authorities to secure Pre-School education for all Pre-school and Ante-Pre-school children, where a parent wishes one.

Public Services Reform Act (Scotland) 2010

The Act has established a system of care regulation covering the registration and inspection of care services against a set of national care standards.

National Care Standards for Early Education and Childcare.

The standards will be used to monitor the quality of services and compliance with the Act and the regulations.

Guidelines

As a registered nursery with East Ayrshire Council and The Care Inspectorate, we are obliged to keep in line with the National Care Standards issued by The Scottish Government.
We are registered to care for 45 children from six weeks to five years.
In August 1999 we entered into partnership with East Ayrshire Council, meaning there will be funding for a limited number of places for children in their Ante-Pre-School and Pre-School year.

Social Care and Social Work Improvement Scotland (SCSWIS) and HMIE Inspections

Early Years establishments are subject to an annual inspection by The Care Inspectorate as prescribed in the Public Services Reform Act (Scotland) 2010. Every 3 - 5 years establishments will have an integrated inspection by The Care Inspectorate and Her Majesty's Inspectors of Education (HMIE). In both cases, reports will be published and made available to parents. You can view these reports on The care Inspectorate and HMIE websites.

Child Protection Policy

At Dean Park Nursery we operate a child protection policy, which aims to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. The full policy can be obtained from the nursery office.

Equal Opportunities Policy

At Dean Park Nursery we operate an equal opportunities policy, which aims to provide and maintain equality of opportunity for all children, parents and staff within the nursery, and is committed to reflecting the needs of the service users of the nursery and the wider community. The full policy can be obtained from the nursery office.

Open Access Policy

At Dean Park Nursery we like to welcome all professional agencies that need to access the nursery for any reason. This ensures that any development issues for the nursery and the children are met. We also encourage parents to feel able to approach staff if they wish access to their child's records at any time all contributions will be well received.

Admissions Policy

The process of admission to the nursery begins with your child/ren going on the waiting list, you will be required to complete and return the form at the end of the handbook to join the waiting list. (Returning this form does not guarantee a place within the nursery) We ask that a minimum of 2 sessions per week are requested, any sessions that are booked must remain the same, unfortunately we cannot accommodate flexible shift patterns. When a placement becomes available for your child/ren you will be contacted and asked to come to visit the nursery where a registration form shall be completed and registration fees shall be paid, you will also be required to provide your child's birth certificate at this time for date of birth verification purposes. This registration form contains essential information, which the nursery requires encase of an emergency, please inform us of any changes to this form.
Once a start date has been agreed we will arrange a pre-start visit to enable your child/ren to become familiar with their new surroundings. When a child starts the nursery for the first time or is moving to a new one, this can be a scary experience for them. Every effort will be made to ensure they are settled quickly with the least amount of upset. The staff's aim during this time is to help the child/ren become happy, secure and confident in their new surroundings and routine.

Complaints Policy

If you are unhappy with any aspect of the nursery or the care your child is receiving please tell the staff or manager, so we can rectify the situation.

You may make a complaint anonymously by writing in the complaints book located in the hall, or a letter to Suzy Hollywood. All complaints will be dealt with in the strictest confidence and within 20 days.

You may wish to contact The Care Inspectorate, Suite 3, Sovereign House, Academy Road, Irvine, KA12 8RL, Tel: 01294 – 323920.

The Nursery Day

The nursery is open Monday – Friday, opening hours are 7.30am – 6pm, during this time we have structured playtime as well as free playtime. We provide a wide range of activities for all ages and stages, which are suitable to their developmental needs. They are as follows - art and craft, manipulative and constructive play, story telling, music and movement, role-play and imaginative play as well as visits to places of interest and visits from interesting people. The children are divided into three age groups 0-2years, 2-3years and 3-5 years, below you will find a description of each room and what could happen on a typical day.

0 – 2 years

In the baby room we have a staff to child ratio of 1: 3, which must be adhered to at all times. The room itself is bright and spacious with a wide variety of toys and equipment to provide stimulation and fun. The children have a busy morning with free play and part of this time is taken up with an art, physical or music activities. After their busy morning the children are in need of a well-earned rest, we like the babies to get their rest in one of our large prams, which are located in the secure back door, monitored by CCTV and fitted with an alarmed gate. In the afternoon it is time for some more fun in the baby room with a similar plan to the morning time. At the end of the day you will be given a diary of what your child has been up to during the day, the staff will be available of course should you need to have a chat to them about anything.

2 – 3 years

In the 2 – 3 years rooms we have a staff to child ratio of 1: 5 which must be adhered to at all times. This age group are encouraged to gain more independence and develop new skills. They are encouraged to sit a little longer, listen and carry out basic instructions. There are a wide variety of activities for this age group to experience, play is covered in two rooms, which the children are free to go between. Room 1 has messy, physical and construction play activities, and Room 2 has imaginative play, book area and table top activities. After all that play, children who require a sleep or rest time will have an opportunity at the time they would normally rest at home.

3 – 5 years

In the 3 – 5 years room we have a staff to child ratio of 1: 8, which must be adhered to at all times. Within the 3 – 5 room you will find 2 main areas of play – a messy area for art & craft, sand & water & malleable activities, and another large area with book corner, imaginative play, construction play, table top games and a computer system. This age group are working towards getting ready for school, they do this by being provided with structured activities linking to A Curriculum for Excellence, which are the national guidelines devised by The Scottish Government. We are in partnership with East Ayrshire Council meaning you can combine day care and pre-school education. At the end of their time in the 3 – 5 years room the staff will have gathered evidence and collated it onto a Special Book of Success and Achievements and a Transition record, a document that is sent onto primary school. You will be given a progress report of this document in November and May this document will be transferred to school. You will have a chance to discuss the document at parents night, however all work and data on your child/ren is available for you to see at any time, staff will be happy to discuss any concerns with you.

Development Assessment

All children attending Dean Park Nursery have their development progress recorded. We keep a close check on each child's development to ensure progress is being made, under the Curriculum for Excellence. These records are available for you to see and discuss at any time with a member of staff, we would particularly value any contribution you would like to make towards them. If at any time we are concerned about any aspect of your child's development, health or behaviour an appropriate member of staff would discuss the matter with you and work together to help your child. If we feel professional help may be required to assist your child we would discuss with you our findings and give you advice on how to get in contact with the appropriate professionals. We would take no action until it had been discussed and approved by you.

Outdoor play

We have a large, secure outdoor play area where children are able to carry out many activities relating to the curriculum. We have a playhouse, children's garden and a large selection of physical equipment available. We advise that you provide suitable clothing for outdoor play as we use the outdoor play area in all weathers.

Outings

We are very fortunate to have such a wonderful resource so close by, the staff take the children to the Dean Castle Country Park on a regular basis where there are lots of exciting things for the children to see and do. The permission for these short outings is granted in your contract. However, we may go further a field at times, this will be organised well in advance to enable permission slips to be returned, without these completed your child will not be able to take part.

Security and Collection Procedure

In the interest of your child's safety, it is essential that you make a point of informing a member of staff if your child is to be collected by someone not known to the staff team. This person will be asked to tell us your password, which you will indicate on your child's registration form; ensuring they are a true significant other which is also indicated on the registration form. Children will only be allowed to leave the building with a responsible adult; we believe this to be a person aged 16+. We ask that you sign your child in and out of the building; this is due to fire regulations to ensure that everyone in the building is accountable in an emergency. We have CCTV monitoring all playrooms and outdoor play areas ensuring safety of the children and premises

Collection – Illness

Please inform us as soon as possible if your child is unwell or suffering from an infectious disease or ailment, they should not be brought to nursery to avoid any further cases. We advise that if your child has suffered from sickness or diarrhoea they should not attend nursery for at least 48 hours after the last dose of illness. If your child is suffering from green discharge from the eyes, nose or mouth they should not attend as this is caused by infection, which can spread very easily to other children and staff.

Should your child become unwell while at nursery every effort will be made to contact you and we will make your child as comfortable as possible until they are collected. If your child is on prescribed medication we will be happy to administer the medicine but only with signed consent from a parent, we have appropriate forms should the need arise.

Collection - Accidents

If an accident should occur basic first aid would be administered, should your child require hospital treatment this will be dealt with promptly and parents will be contacted immediately. All accidents are recorded in the accident book and parents informed.

Emergency Procedure

If the nursery has to be evacuated at any time for unforeseen circumstances the children will be taken to a collection point this being Dean House Nursing Home. When you are contacted to arrange collection of your child you will be advised of which pick up point they are at. You will be notified as soon as possible of reopening.

Data Protection Act 1998

Information on parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the codes of practice. We are registered with the Information Commissioners Office, and have a Data Protection Policy giving guidance on our procedures for storing and written date or images.

Clothes

We recommend play clothes and soft shoes are worn in nursery, as we encourage outdoor play and walks to the park, please ensure your child has suitable clothing to join in with these activities. All items of clothing should be labelled to ensure if removed they are returned to the correct child. We recommend www.mynametags.com, tel. / fax 0800 298 4223, www.simplystuck.com tel. - 01264-350788 or www.able-labels.co.uk tel. 08704-442733 they all provide labels for clothing and lunch boxes, which are dishwasher and steriliser proof.

We advise that you provide a change of clothes for your child encase of accidents.

Other Belongings

Please do not allow your child to bring jewellery, money or their own toys, as they can become upset if they have to share or it gets broken. However, any blankets or comforters that will make your child feel more secure and help them settle in will be allowed.

Holidays

The nursery is open all year round with the exception of Christmas Day, Boxing Day and 1st & 2nd January, there will be no charge for these days. Over the festive period we are open 8.30am – 5pm.

Three weeks holiday a year will be allowed per child, 1 week for every 4 months of attendance; where only half fees will be payable, we ask that we are informed of these dates at least two weeks in advance, by entering the details in the communication diary at the sign in post. These holidays will only be able to be used as full weeks and not split into 15 days over a year.

Fees

On registration we request a deposit of £100, £25 for registration fee, the remaining £75 will be deducted from your first fees. We request that fees be paid one week or month in advance, by standing order if possible.

Fees include a variety of snacks and drinks. If your child attends nursery over lunchtime we ask that you provide a packed lunch, we are happy to heat any items if required. Powder milk formula/expressed breast milk and bottles or solids should be provided for babies, along with nappies, creams etc. The fees increase on an annual basis (September); you will be given a minimum of a month's notice of this to enable bank transfers to be changed.

Childcare Vouchers

We accept childcare vouchers, which you can obtain via your employer to assist with paying fees. These vouchers are non-taxable and exempt from NI Contributions. Schemes that we are already associated with are, Edenred/Accor, Busy Bees/computershare vouchers, Care4, Sodexo Pass, Imagine, Educare, Childcare-plus, Kiddicare, Fideliti, My Family care, Allsave, Fair care and Kids Unlimited, there are many others, which we are happy to sign up to.

Late Collection of Children

Please note that any parent picking up their child late will be charged an additional fee. These charges are £5 for every 10 minutes after 1pm or 6pm; this fee goes to charity for afternoon pick up and directly to the staff that are working on the evening pick up. A late slip should be completed on the parent's arrival.

Our rates are as follows

Effective 1st September 2014 to 31st August 2015

	<u>0 – 2 Years</u>	
Full time		£185.00
Full day		£38.00
Session am/pm		£20.00
	<u>2 Years</u>	
Full time		£170.00
Full day		£36.00
Session am/pm		£19.00
	<u>3 – 5 Years</u>	
Full time		£165.00
Full day		£34.00
Session am/pm		£18.00

If your usual child carer is unavailable you can contact us to see if your child can use the nursery. If we have availability we will be able to assist you, the charge is per am or pm session.

Emergency Sessions for all age groups £15.00

Staff

<u>Title</u>	<u>Name</u>	<u>Qualifications</u>	<u>SSSC Status</u>	<u>Start Date</u>
Owner / Manager	Suzy Hollywood	NC/HNC SVQ 4	Registered	May 2000
Senior Early Years Worker – Full Time	Katie McIntosh	NC/HNC	Registered	Jun 2001
Early Years Worker – Full Time	Bev Hutton Louise McFadzean Steph Brennan Karen Moore Sammy Devlin **	NC/HNC NC/HNC NC/HNC NC/HNC/BA NC/HNC	Registered Registered Registered Registered Registered	Sept 2009 Jun 2010 Aug 2011 April 2014 Sept 2014
Early Years Worker – Part Time	Tracey Speirs Cheryl Carswell Lesley Earl Yvonne Anderson Kathy Clowes Jen Kimmins	SVQ 3 NC/HNC NC/HNC NC/HNC NC/HNC NC/HNC	Registered Registered Registered Registered Registered Registered	Feb 1995 Apr 2007 Sep 2008 Nov 2009 Sept 2011 April 2014
Supply Staff	Shirley Ferguson Irene Wilson Cara Lennox Jenny Cardle	BTEC NNEB NC/HNC HNC	Registered Registered	May 2008 Aug 2009 Jan 2015 Feb 2015
Cleaner	Brenda Clarkson			Mar 2012

* Maternity Leave

**Maternity Cover

Useful Contacts

<p><u>The Care Inspectorate</u> Suite 3 Sovereign House Academy Road Irvine KA12 8RL 01294-323920 www.scswis.com</p>	<p><u>Early Education & Childcare</u> Education & Social Services Civic Centre South John Dickie Street Kilmarnock KA1 1HW 01563-576185 www.east-ayrshire.gov.uk</p>	<p><u>Childcare and Recreation Information Service (CARIS)</u> 1st Floor, Springvale Resource Centre McGillivray Avenue Saltcoats KA21 6BN 0845-351-3000 (Local Rate) www.scottishchildcare.gov.uk</p>
<p><u>Education Scotland - Her Majesty's Inspectorate of Education (HMIE)</u> www.educationscotland.gov.uk</p>	<p><u>Learning and Teaching Scotland - Early Years</u> www.ltscotland.org.uk/earlyyears</p>	<p><u>Learning and Teaching Scotland – Curriculum for Excellence</u> www.ltscotland.org.uk/curriculumforexcellence</p>

Dear Prospective Parents of Dean Park Nursery,

I thought it would help to get a parents perspective of the time we spent at Dean Park.

My little boy attended Dean Park from 5 months old until he started school. I could not have found a more positive, caring, stimulating and nurturing environment for my son.

During his early years, the daily written reports of his days were very much appreciated. Knowing the sleeps he had had and for how long, the nappy changes and times, the food he had eaten and activities he had partaken in, helped and made you feel in sync with their day. These diaries, which include photos, are now a precious and treasured momento!

Right from the very beginning, I knew that my son was being stimulated and enriched in ways that would benefit him in his development.

As the time progressed through the nursery, this level of care and education endured. In his ante and pre-school days, the staff challenged him, inspired him and nurtured him in such a fantastically positive way.

Now that he is at school, the grounding he gained from Dean Park Nursery is extremely prevalent. He has an advantage over his peers in reading, writing, maths and general social skills and also classroom etiquette. All this he has learned from the Dean Park environment. I remember, in the early days at Dean Park, I had done the morning drop off, and saw a new mum leaving the nursery in tears. I always regret never getting out of my car and saying to her... Please don't be upset. As hard as it is to leave your child in the care of others, they will be fine. They are in such caring and supportive hands, that you actually get more out of the experience than you could initially imagine. You'll be amazed and so incredibly proud of their phenomenal development. The contact you have with each and every staff member creates a warm family like environment. You don't feel like you are missing out on anything- you'll actually get more in return than you imagine!

I always knew it was a fantastic nursery and environment for my child. When he started school however, these thoughts were cemented. What a superior grounding he has been given- and for that I am truly grateful and appreciative to each and every member of staff. The other aspect I loved about Dean Park was the friends I made through my son's friends. Each of us are in the same boat, have the same pressures, issues and compromises ... We all have kids, and it helps so much to talk about and bounce things off one another. I have made friends that will last a lifetime. To grow and develop, and watch our children do the same, is a wonderful thing and very solidifying. On his last day at Dean Park, I was very emotional. I felt as though I was moving away from "family" and faces who had been so familiar and fostering each and every day. But I also felt excited knowing that I had placed my son in the best possible environment to prepare him for the new challenges that school would bring for him.

Dean Park Nursery, Suzy, and all of her staff do an incredible job. My son adored his time there immensely and I felt a part of the loop every day. I knew from the moment I walked in..... And they exceeded my expectations.

I sincerely hope that you see the opportunity that you are creating for your child by exposing them to the Dean Park environment.

Best of luck - One very proud and satisfied Mum, XXX

P.S. please feel free to contact me if you want to chat about any aspect of being a DPN parent.

My son was there all the way through!!

Placement Application Form

On returning this form you will be put onto the waiting list, if there is not any space available at that time. You will be contacted as soon as possible when a space does become available.

Parents Name _____

Child's Due Date (if not yet born) _____

Child's Name _____

Child's Date of Birth _____

Address _____

_____ Post Code _____

Telephone _____

E-mail _____

Availability Requested

*Please tick the days or sessions you will require for your child.

*Minimum of 2 sessions per week (1 Full day or varying am or pm sessions)

	<u>7.30 - 6</u>		<u>7.30 - 1</u>		<u>1 - 6</u>	
<u>Monday</u>	Full Day		Morning		Afternoon	
<u>Tuesday</u>	Full Day		Morning		Afternoon	
<u>Wednesday</u>	Full Day		Morning		Afternoon	
<u>Thursday</u>	Full Day		Morning		Afternoon	
<u>Friday</u>	Full Day		Morning		Afternoon	

Anticipated Start Date _____

Signed _____ Date _____

Signed _____ Date _____

Please note

Returning this form does not guarantee a space within the nursery.
Please do not send any money until advised to do so.