



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.

Regulation of Care (Scotland) Act 2001

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 & SSSC Codes of Practice

We are registered to care for 45 children from six weeks to twelve years. In August 1999 we entered into partnership with East Ayrshire Council, meaning there will be funding for a limited number of free places for children in their Ante- Pre-School and Pre-School year.

The Care Inspectorate / HMIE Inspections

Early Years establishments are subject to an annual inspection by The Care Inspectorate as prescribed in the Regulation of Care (Scotland) Act 2001. Every three – five 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.

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 children and nursery 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 – which operates on a first come first serve basis, you will be required to complete and return the form at the end of the handbook to join the waiting list. 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.

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.

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. Children will only be allowed to leave the building with a responsible adult. 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.

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 the collection point of Dean House. 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.

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 they 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 in case 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. 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. 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.

Late Collection of Children

Please note that any parent picking up their child late will be charged an additional fee. These charges are £5 from 6pm – 6.10pm and an additional £5 for every 10 minutes thereafter. A late slip should be completed on the evening in question.