



Echt Nursery Handbook 2023 - 24



EVERYONE INCLUDED, RESPECTED AND RESPONSIBLE
CREATIVE AND CURIOUS, INDEPENDENT LEARNERS
HAPPY AND HEALTHY, WE BELIEVE IN OURSELVES
TOGETHER WE GROW, ACHIEVING SUCCESS

Contents

- 2) Contents
- 3) Session times
- 4) Our nursery team
- 6) Our early years environment and philosophy
- 8) Curriculum for excellence – early level
- 12) Nursery snack, lunch & supper
- 13) Home and nursery partnership
- 12) My key worker and “All About Me” & my Learning Journal
- 15) My belongings, and nursery uniform.
- 16) Safety and security
- 17) Health matters, starting nursery, attendance, data protection and insurance
- 18) Child Protection, comments, compliments, and complaints

Session Times

Echt nursery is registered with the Care Inspectorate as providing accommodation for twenty-four children per session. Following Scottish government policy, from August 2021, we are able to offer 1140 hours provision. We are a term time only setting operating on an 8am – 6pm model. Parents can choose their child to attend extended or core hours according to their family’s need.

Session options	AM	PM	All day
Core Hours	0920 – 1300	1300 - 1610	
Full days			0800 - 1800
Extended	0800 – 1300	1300 - 1800	
Other options			
0800 – 1300	0920 – 1300	0920 - 1610	

Morning sessions include a free nursery lunch for every child. Due to the timings of lunch service, if you do not wish to take up the offer of lunch, they would require collecting at 11.30am before the children go down to the dining hall.

Children attending until 6pm are provided with a free nursery supper served in the nursery.



Our Nursery Team



Mrs Everest
Early Years Senior Practitioner



Miss Don
Early Years Lead Practitioner
(Maternity leave until June 2024)



Miss Pringle
Early Years Lead Practitioner



Mrs Duncan
Early Years Lead Practitioner



Mrs Pearson
Early Years Practitioner



Mrs Hammond
Early Years Practitioner



Mrs Calland
Early Years Practitioner



Miss Johannesson
Early Years Practitioner

Our Early Years Environment and Philosophy

At Echt nursery, we are very fortunate to have three large outdoor spaces.

A spacious garden with green house, mud kitchen, digging patch, planting area, bug hotel, sand pit and water play.

A hard surfaced area we use for ball games and wheeled vehicle play.

A landscaped area with two large sand play areas including our own boat, climbing frame and slide and mud kitchen. This area also accommodates a summer house and a wooden playhouse. There is a parent information board in the summer house.

We are proud to be known as an outdoor nursery with indoor space accessible if the weather takes a turn for the worse. Our philosophy is based around our children utilising this outdoor to explore, lead and develop their own play and discovery.

We are situated in rural community village where we can access local woods, parks and green space.

We work in partnership with children and families to develop our learning, the environment, and next steps for each individual child. We believe in consulting with children so that they are empowered from an early age to make decisions for themselves, assess risk and lead their own learning.





Curriculum for Excellence - Early Level.

Our nursery uses the national curriculum for Scotland. Learning is play based and child centred. This means that your child's learning and development is experiential using the environment and mainly natural resources to allow them to explore and investigate, learning through doing. Adults will sometimes lead learning, but we very much encourage our children to become leaders of their own learning and therefore become thoroughly involved and motivated by their interests and fascinations.

The Curriculum for excellence is designed so that your children can become –
“Successful learners; confident individuals; responsible citizens and effective contributors.” CfE 2011

Learning and development are plotted against Aberdeenshire progression pathways. You will be able to access details of your child's progress through the electronic Learning Journals as it is noted on observations of their play and learning.











Nursery Snack & Supper

In accordance with Scottish policy, your child will be offered a healthy snack. Both morning and afternoon snacks are fruit based and is provided by Aberdeenshire council. The morning snack is followed by a free school lunch and children attending nursery until 6pm are provided with a free supper served in the nursery class.

Nursery Lunch

Children attending morning sessions are eligible to a free lunch funded by the Scottish government. Lunch choices are based on a healthy eating principle and children are encouraged to participate in a small group social lunch gathering. Families will be provided with nursery menus on a four-week rotation, so that you are aware of what your child has been offered every day. Your nursery Senior will discuss any dietary requirements your child may require according to diagnosed food allergies. Children also have the option to bring a healthy packed lunch in a named lunch box if preferred.

Please do not leave snack in your child's bag as these cannot be eaten at nursery. ECHT nursery is a nut free environment.

Please find below a link to "Setting the Table" a guide to nutrition for young children:

[Setting the table \(healthscotland.com\)](http://healthscotland.com)



Home and Nursery Partnerships

Communications between home and nursery are carried out in many ways, the main two forms of communication that we use at Echt nursery are emails and your child's learning journal. Your child's learning journal will be set up by a member of the nursery team and you will have a link emailed to you so that you can log into your child's personal account. This allows you to see the different observations taken by your child's key worker and the other members of staff, their progression during their time with us, and any group activities that your child takes part in. Within this form of communication, you can add your own photos, comments, and like the images that you see. You will only see your own child's learning journal through your own private log in details.

A parents notice board is situated in the summer house. Recent newsletters, learning and parent information leaflets are displayed and can be sourced here.



My Key Worker & All About Me.

Before your child begins their journey at Echt Nursery, you will receive a copy of our All About Me document to populate information individual and special to your child's family picture. On joining nursery, we will observe how your child interacts with staff members and then they will be allocated with a Key Worker who is responsible for liaising with yourselves about your child's developmental progress. The Key Worker is your point of contact, and they are the staff member who will work most closely with your child to ensure they flourish in a supported environment which scaffolds their play and interests ongoing.



My Learning Journal.

Your child's developmental profile is very important to us. We operate an electronic learning journal documenting observations, photographs and communicating with parents and carers. Recording "Wow!" moments describing your child's progress and significant moments when they have made notable changes to their skills and abilities.

Belongings & Nursery Uniform

We ask that all parents provide a couple of full change of clothing for their child in a named bag. We recommend that children come to nursery in clothing suitable for play. At nursery children may experience, mud, sand, water, and sensory experiences. We do provide aprons for painting and children are encouraged to wear these.

We ask that all children attend the nursery setting dressed appropriately for the weather with either an all-in-one waterproof suit, or waterproof coat and trousers. We ask this because all children have access to water play and are encouraged to access this independently, waterproof clothing ensures that your child stays dry throughout the nursery session however, if they do get too hot then they are able to remove items of clothing to allow them to cool down.

During the summer term we ask that you provide a suncream labelled with your child's name, and a sunhat.

We also encourage the children to take in their own named water bottles filled with water so that they have access to it throughout the nursery day. Juice, dilutable drinks and flavoured waters are not permitted. All children are offered milk with their snacks and water with their lunches.



Safety and Security

Echt staff follow national and Aberdeenshire policy and procedure regarding risk assessment and providing a safe and secure environment where all our pupils can thrive. Registration of children is taken by a member of staff when children are dropped off and they must be signed out at collection. If there is a change of person who will be collecting your child, we ask that you let us know as soon as possible. Nursery environments and resources are cleaned regularly and appropriately following Aberdeenshire Council infection control guidance. All staff preparing food for the children hold a current REHIS Food hygiene certificate. Staff undertake a paediatric first aid course and we ensure that we have a trained first aider at every session. Risk assessments addressing health and safety requirements are updated by senior staff regularly in line with national and local guidance.



Health Matters

Please fill in the medical forms that we have sent to you fully including any allergies that your child has and what you do to help. Please only bring in your child's medication if it is necessary for example if your child has been diagnosed with asthma or has allergies, **These medications must be prescribed by your doctor before we can keep it on site.** Please click on the below link for how long to keep your child off from nursery when ill.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Starting Nursery

Children in their ante pre-school year (3-year olds) and in their immediate pre-school year (4-year olds) who live in CSN (Community School Network) area 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 accordance with the revised Aberdeenshire Council policy. Under the revised Aberdeenshire policy parents of anti-pre-school children still need to apply for a pre-school place if they are returning to the same setting. Applications: www.aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information

Attendance

Nursery attendance is not a legal requirement, but we would appreciate it if you could let us know by ringing nursery on 01330 700412 if your child will be absent as soon as possible at the start of the session. If we have not heard from you within the hour of your child's normal registration time, we will contact you.

Data Protection

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

Insurance

Council Statement for insurance:

No insurance is held by the Council to provide automatic compensation to pupils in the event of a personal accident or death. It is a parent's responsibility to insure their child for personal accident or death if they feel this is appropriate. The Council does hold third party liability insurance that indemnifies the Council for claims for third parties (parents or pupils) who have suffered injury, illness, loss or damage arising from the Council or its employees, If however, there is negligence, no claim would be accepted by the Council.

Residual Risk

'The planned excursion will take place according to Aberdeenshire Council's Excursion Policy and a copy of the policy is available for inspection in Echt School or on the Council Web Site. The excursion has been risk assessed and every effort will be made to minimise risk. Nevertheless a totally risk free environment is unrealistic and in signing the parental consent form you are asked to acknowledge that a degree of residual risk remains. It is not anticipated that risks will exceed those incurred in normal day to day living.'

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 Echt 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.

Local Social Work Office: 93 High Street, Inverurie. 01467 532888

Comments, Compliments, and Complaints

Echt 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 in 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 as well as responding 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 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.
www.careinspectorate.com

Thank you for taking the time to read our nursery handbook. We look forward to getting to know your family and your child very soon! The Nursery Team