



Downfield Early Years Centre



Handbook

2014





Dear Parents/Carers

Welcome to Downfield Nursery

Our nursery prides itself on providing a valuable learning experience within a warm and welcoming environment.

We hope our Nursery Handbook is helpful in providing you with information about many aspects of the nursery, nursery times, aims, staff etc.

We look forward to working with you and recognise the important role you play in supporting your child's education. We believe that the partnership between home and nursery is a very important foundation which ensures your child benefits from a quality educational experience.

We value the opportunity to speak with parents/carers and look forward to sharing your child's experiences with you.

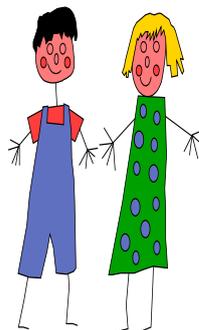
Yours sincerely

Graeme Boyd

Mr Graeme Boyd
Acting Head Teacher

Jill Millington

Mrs Jill Millington
Early Years Centre Manager



December 2014

This handbook is accurate at time of publication. Any amendments will be made via newsletter/letter. Updated versions of the handbook will be available via <http://www.dundecity.gov.uk> or <http://downfield.ea.dundecity.sch.uk>



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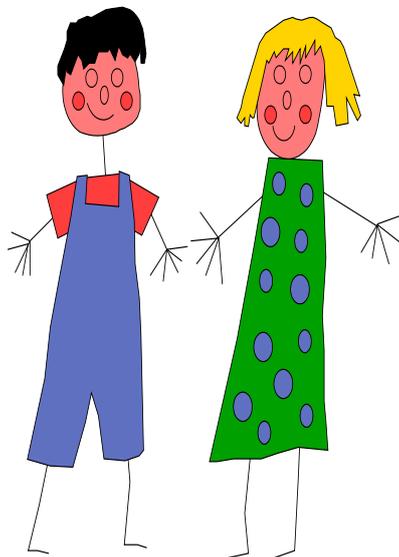


Our Nursery Aims

Pre-school education develops and broadens the range of children's learning experiences, to help them to become confident, eager and enthusiastic learners who are looking forward to school.

We aim to –

- provide a safe and stimulating environment in which children can feel happy and secure
- encourage the emotional, social, physical, creative and intellectual development of children
- promote the welfare of children
- encourage positive attitudes to self and others, and develop confidence and self-esteem
- 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



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Nursery Staff

Acting Head Teacher	Mr Graeme Boyd
Acting Depute Head Teacher	Mrs Laura Clark
Acting Principal Teacher	Mr Stuart Johnston
Early Years Centre Manager	Mrs Jill Millington
Nursery Teacher	Miss Lindsay Mowat
Early Years Practitioner	Mrs Rosemary Maxfield
Early Years Practitioner	Mrs Alison Donald
Early Years Practitioner	Miss Elayne Sanderson
Early Years Practitioner	Mrs Angela Coutts
Early Years Practitioner	Miss Sandra Muir
Early Years Practitioner	Mrs Jill McNaughton
Early Years Educator	Mrs Claire MacDonald
Early Years Educator	Miss Steph Carrier
Early Years Support Assistant	Miss Jenna McGurk
Early Years Support Assistant	Miss Claire Elwell Sutton

Child Protection Officers

Acting Head Teacher	Mr Graeme Boyd
Early Years Centre Manager	Mrs Jill Millington
Acting Principal Teacher	Mr Stuart Johnston



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Nursery Notes

Postal Address: 20 Haldane Crescent
Dundee
DD3 0JP

Telephone Number: 01382 307808

Fax Number: 01382 817519

Email: downfield.primary@dundeecity.gov.uk

Twitter: twitter.com/DownfieldPS

There are 100 part-time places - 50 in the morning and 50 in the afternoon.

Morning Session 8.30 am to 11.40 am

Afternoon Session 12.15 pm to 3.25 pm

Extended Hours 8.15 am to 8.30 am
11.40am to 12.15 pm
3.25 pm to 4.25 pm



There are a limited number of extended hours available. These are generally fee paying although free places may be available under exceptional circumstances.

Please use the main door when entering or leaving the nursery at all times.

An adult, 16 years or over, who is known by or identified to the nursery staff should collect your child promptly at the end of session time. If you need to get in touch with the nursery please telephone 01382 307808.



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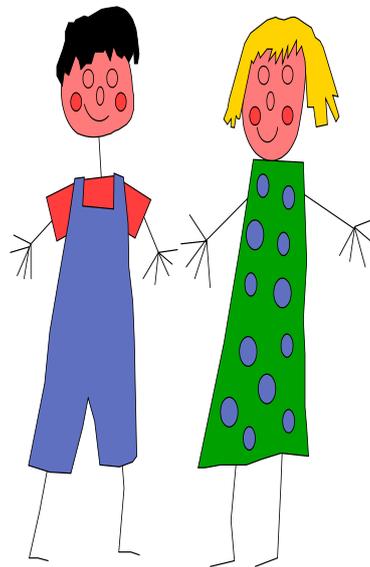
Settling In

We welcome your help settling your child into the nursery and understand that this may be quite a traumatic time for them and for you but staff will be happy to discuss how we can all make this difficult time easier.

It will help us if we know a little about your child and so we would ask that you complete the necessary forms and return them to your child's key worker. The emergency contact form is particularly important as we will use in the event of your child becoming unwell (telephone numbers must be included). Please inform us of any changes in circumstances throughout the year.

All the staff look forward to having a happy and co-operative relationship with you and your child. However, as we will be working with many families every day, we will need a little time to put names to faces, and children to adults, especially when collecting money for snack, and at home time when children are returned to your care.

We regularly have teaching and nursery students completing part of their training within the nursery and welcome their contribution to the nursery.



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Nursery Activities

The activities the children will be involved in are wide and varied including messy activities (aprons are provided but they're still messy!)

- outdoor
- larger equipment
- gym (in the school hall where, in the interests of safety, the children should wear soft soled shoes and wear no jewellery)
- library
- stories
- computer
- singing and dancing!
- daily energetic play either outside (weather permissible) or in the school gym hall
- arts and crafts (the messy stuff)
- sand and water

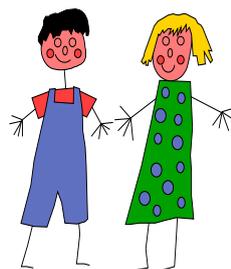


What the children need -

The children should wear older clothes as they can get a little messy!

All clothing and footwear should be suitable for all year round outdoor play.

All clothing should be labelled with the child's name or initials.



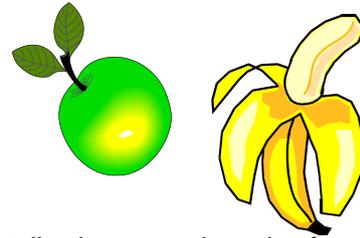


Snack Time

Snack is provided daily as part of the nursery routine and consists of healthy nutritious choices, selected by the children, and either milk or water.

The nursery provides snack on a self-financing basis and to cover such costs, a small charge of £1.50 is made to the parent/carer.

It would be most helpful if payments are made termly.



How the money is used:

Snack Fund - a fixed proportion of your weekly contribution goes into the fund. It pays for:

- A healthy and nutritious snack each session
- Food preparation activities for the children
- Party meals each term

School Fund - a small proportion of your weekly money goes into this fund. It is used to pay for incidental items throughout the session, as well as major purchases agreed by staff.

The Nursery Milk Scheme:

Children under 5 receive free of charge 189 ml (1/3 pint) of milk for each day they attend approved day care facilities for 2 hours or more.

Free School Meals

Free school meals are available to full time pupils whose parents are in receipt of Income Support, Income based Job Seekers Allowance, Income Related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Guaranteed Pension Credit, or in receipt of Child Tax Credit only and have an annual income of less than £16,190 or Working Tax Credit and have an annual income of less than £6420.



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Keeping You Informed

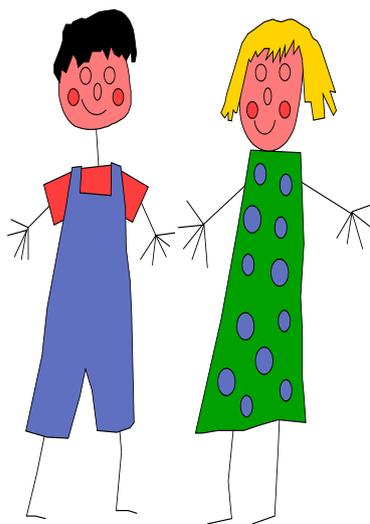
We keep you informed about your child's progress by

- sharing information verbally
- portfolio sharing events providing opportunities throughout the year for your child to share their achievements with you
- parents' meetings
- written report to parents which will be passed on to their intended school.

Events in the school and nursery will be included in newsletters and on our notice board.

If you have any concerns and/or questions please do not hesitate to contact us.

We welcome your involvement and interest and appreciate your support.



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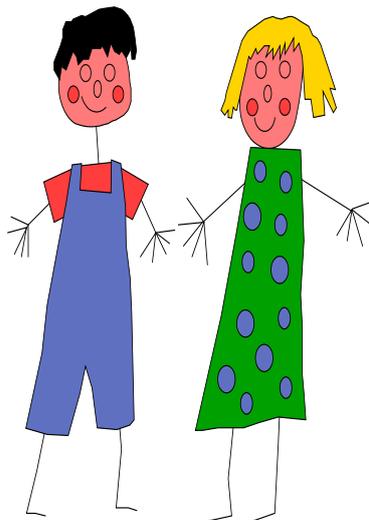


Nursery – Primary 1 Transition

Children in their pre-school year are encouraged to become familiar with the school by visits to the gym hall, assemblies and the library etc.

In June, as part of the transition from Nursery to Primary 1, the children visit the Primary 1 classrooms and meet their new teachers. This enables the children to be more confident about their entrance to Primary 1 in August.

Parents/carers are also invited to the Primary 1 Induction Evening in May 2015, when information on entering Primary 1 is shared.



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Nursery – Health and Safety

Emergency Closure Procedures

The Director of Education has total discretion when considering the closure of nurseries attached to schools.

In the event of such conditions, parents will be notified and asked to collect their children. If parents cannot be contacted, Emergency Contacts will be telephoned and appropriate arrangements made. It is important that emergency contact numbers are kept up to date at all times. Children will be kept at Downfield until a responsible adult is contacted.

The above procedures will be put into operation should the school have to be closed for any reason e.g. a power cut etc. Emergency closures outside school hours are announced on Radio Tay/Wave 102 in the morning.

Child Protection

As one of Dundee City Council's professional services, the Education Department has an important responsibility in keeping the children and young people of Dundee safe from harm. This is an extension of the care and protection which you as a parent provide for your child and so we see our partnership with you as important in meeting that responsibility. Supporting us in this work are our partners services in Health, Social Work and Tayside Police.

If at any time you have child protection concerns about your child or any other child who attends this school, you are encouraged to talk about your concerns with a member of the school staff. It will also be useful for you to know that in every school, there is a specially trained member of staff who is the school's Designated Child Protection Officer. This person takes a co-ordinating role whenever a child protection concern for a child is reported. In this school, the Designated Child Protection Officers are Mr Graeme Boyd, Acting Head Teacher, Mr Stuart Johnston Acting Principal Teacher, Mrs Laura Clark Acting Depute Head Teacher and Mrs Jill Millington, Early Years Centre Manager.

Fire Drill

There is an established procedure for Fire Drill at the school, including the nursery, and regular practices are held throughout the session. The school is inspected by the Fire Service regularly.



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Insurance

The Authority insures against its legal liability for:

- accidental personal injury
- loss or damage to property by third parties

Parents are advised that no insurance cover is maintained for circumstances in which the Council does not have legal liability. Parents may wish to consider their own insurance arrangements.



Sun Awareness

Children love to work in the sun and the nursery has an

area outside in which to do this. However, we are very aware

of the risk of sunburn to young children and the risk of developing skin cancer in later life.

You can help by ensuring your child wears appropriate clothing, e.g. a longer sleeved T-shirt and longer shorts. If you provide your child with their own hat or sunglasses please ensure they have your child's name on them. We try to avoid going out in the sun between 11.00 am and 2.00 pm in the height of summer and can provide only limited shade with tents and parasols.

On sunny days please apply suncream to your child as staff are not permitted to apply suncream.



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