



Festival Park Day Nursery Enrolment Information

**62 Lorne Street
Glasgow
G51 1DP**

Tel No: 0141 427-2301



We look forward to your child starting at Festival Park Nursery!

Start Date:

Playroom:

Festival Park Day Nursery
62 Lorne Street
Glasgow, G51 1DP
T: 0141 427 2301



Email: Headteacher@festivalpark-nursery.glasgow.sch.uk
Nursery Website: www.festivalpark-nursery.glasgow.sch.uk
Glasgow City Council: www.glasgow.gov.uk

Dear Parent/Carer,

The staff at Festival Park Day Nursery offers a welcoming, nurturing and positive ethos. The nursery is a Glasgow City Council early years establishment which is non-denominational.

We strive to work in partnership to ensure the best learning opportunities for your child are on offer.

The aim of the enrolment leaflet is to give parents/carers the information discussed with you at enrolment, which we hope you will find both useful and informative.

If you have any suggestions or require any additional information, I would be happy to hear from you.

Yours Sincerely

Head of Centre

ESTABLISHMENT STAFF

Management Team

- ~ TBC (Head of Centre)
- ~ Anne Marie Vernel & Gemma Ray (Depute Head)
- ~ Michelle McShane (Team Leader)
- ~ Jennifer Bell (Lead Practitioner/Team Leader)

Admin Support

- ~ Lynne Arnott

Child Development Officers

- ~ Leanne MacKinnon
- ~ Lizanne Cherry
- ~ Rachel McLean / Heather Devine
- ~ Ellen Donald
- ~ Hannah Burke
- ~ Sofia Bertolaccini
- ~ Gordon Schmidt
- ~ Joyce Evans
- ~ Wendy Kinnaird
- ~ Caroline Ring
- ~ Fiona McLean / Liz Brunjes
- ~ Laura Bryson / Alana Brown
- ~ Linda Bell

Pupil Support Assistant:

- ~ Razia Ali
- ~ Julie Cabrey
- ~ Nafisa Hassen
- ~ Fatima Batool

CORDIA SUPPORT:

Catering Assistants:

Mary Richardson / Paula Reilly

Janitor:

Elizabeth Stoney

Domestics:

Annalise Airdrie

Nursery Policies and General Information

Enrolment Procedures

Once your child has been allocated a place you will be introduced to your child's keyworker.

During the visit one of the management team will update your information and complete the relevant documentation, including a Condition of Placement form and Enrolment Form.

Time will be set aside for you to share information about your child's interests and development.

Settling in

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

- Planning settling in visits and initial sessions (lasting approximately 1-2 hours – building this up to your child's full agreed hours). These will be provided free of charge over a one-week period dependent on individual needs, age and stage of development.
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling into the nursery
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child and his/her parents during the settling in period, and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process – this will include your child's individual care plan to ensure we are meeting your child's needs.

Hours of Opening

The nursery is opened between the hours of 8.00am - 6.00pm

Supporting Children with Additional Support Needs

Sometimes children need a little help to fully access all areas of the curriculum. Staff will support children through a range of strategies, should your child require further support a range of services can be offered.

If it becomes apparent through a concern from yourself or staff observations that your child requires additional support, we would discuss this with you. With your permission, we would refer your child to the appropriate agency for support and advice. Your child may then have an Additional Support Plan (A.S.P) drawn up to meet their individual needs.

This process would include input from agencies involved, and also you as parents/carers. You will be kept up to date with the plan regarding the progress being made at each step. Your child will be allocated a keyworker who will liaise with various agencies and record any observations relating to the targets made by other staff and Pupil Support.

Child Protection (Management Circular 57)

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

Schools, establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to
- ensuring that programmes of health and safety are central to the curriculum
- ensuring that staff are aware of child protection issues and procedures
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of establishment. The head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social worker at the local social work services area office of the circumstances.

These are the only circumstances under which your child would be discussed with another agency without your prior consent.

Although parents are not permitted to enter the nursery at drop off or pick up time if there was a Child Protection issue that we need to discuss with you a member of management would ensure that you would be able to enter the nursery.

Administration of Medicines

If your child is in need of medication whilst at the nursery you should discuss this with the Head of Centre. Nursery staff can only administer prescribed medicine. A form will need to be filled in which authorises nursery staff to administer the medicine. Nursery staff are not medically qualified. Should your child have a medical condition requiring treatment and monitoring e.g. epilepsy, asthma please notify a member of the management team so we can discuss a joint care plan. It is vitally important that you keep us up to date with any relevant changes. If medication is required, the nursery will need the child's name on the prescription label which should be on the medication and the box it comes in and has the information label all together to enable us to complete and administer medication.

Illness

If your child is absent due to illness, we appreciate if you could contact us to let us know by telephoning the nursery. If your child becomes ill while at nursery we will ensure they are as comfortable as possible whilst every attempt is made to contact, you. Should the illness seem to be of serious nature, your child will be taken to The Queen Elizabeth University Hospital, and you will be advised to meet us there.

If your Child has vomiting or diarrhoea, then they have to be off nursery for 48 hours from the last time of vomiting or diarrhoea. This is due to infection control.

Accidents

The nursery has two qualified First Aiders. Leanne MacKinnon and Melissa Seils. All accidents that occur within the nursery will be recorded in the accident book. On arrival to collect your child you will be asked to read and sign accident form. If in the event of an accident, where your child requires medical attention, we will endeavour to contact you, if this is unsuccessful we will make necessary arrangements to take your child to hospital (The Queen Elizabeth University Hospital).

Appropriate Nursery Wear

Children have the best fun when they are doing messy work. We will always try to encourage Children to wear aprons, but accidents happen so please dress your child in suitable clothes.

Remember lots of fun and learning takes place outdoors, so please ensure your child is dressed for the weather. If your child travels by car please make sure they have a suitable jacket for outside play. It helps if you put your child's name on their clothing to prevent confusion should we have two items the same. We also ask that your child has soft shoes/slippers in nursery to change into.

There are forms of dress that are unacceptable, such as items of clothing which:

- Potentially encourage faction (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties, such as loose-fitting clothing, dangling earrings
- Carry advertising, particularly for alcohol or tobacco
- Could be used to inflict damage on other children or be used by others to do so

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young people's clothing and/or personal belongings. Parents/carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent

Spare Clothing and other essentials

Each child will have their own individual peg with their name and photo on it, along with a bag which can be used for their spare clothing. We ask that when your child starts nursery that they bring along with them spare clothing; top, trousers, vests, socks and pants. We ask that these can be labelled with your child's name, to stop any clothing being lost at nursery.

If your child requires a nappy change during their time at nursery, we ask our families to provide nappies and wipes – which will also be labelled and put into their own individual nappy changing box.

Toy Fund

This is a voluntary fund which we as a nursery ask if parents/carers to donate towards the nursery. This supports us to buy the resources we provide for your

child e.g. food for cultural celebrations, sensory materials i.e. shaving foam/bath gel, food colouring, baking resources, plants to enhance the outdoor areas, the list is endless.

We ask for a weekly donation of £2/£3 per family.

Home and Establishment Links Parental Partnership

Our Aims

- To recognise parents as the main contributor to their child's education and development.
- To recognise the influence of parental love and care on all aspects of development.
- We welcome parent/carer contributions in the monitoring of the centre.

Working with you

Parents and staff work in partnership to settle a child into the nursery environment. The nursery staff aim to develop a close relationship with each parent in order that their child receives the very best of care and education within the guidelines of the Pre-5 services.

Arrival & Collection of Children

It is expected that a responsible adult will bring and collect your child from nursery. In the interest of your child's safety, you should make a point of telling the Head of Establishment or staff members if someone different will be collecting your child. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to staff. Tell staff, either in person or by telephone, who will be collecting your child. Please keep as close to hours as possible, as answering the door is time consuming unless most parents arrive at the same time.

Emergency Contacts

Parents whose children are in nursery are asked where possible to provide the establishment with names, addresses and telephone numbers of 2 contact persons in case of emergency.

You are also asked to keep the nursery up to date with any changes in your address and other contact information.

Changes of Address/Personal Information

If there are any recent changes to your personal information such as change of address, telephone numbers or changes in doctors or health visitors – please notify the office staff. This is important as the nursery needs to contact you regarding your child when they are in our care.

Working Together to Promote Positive Behaviour

If we are experiencing difficulty with your child's behaviour we will discuss this with you so that we can work together with an agreed plan to encourage positive behaviour in your child. Certain types of behaviour in young children can be disruptive and distressing to others e.g. biting, bullying, our main concern as a nursery staff is for the wellbeing and safety of the children in our care. Staff will be respectful, firm and consistent as they guide your child towards acceptable behaviour.

A policy on 'Promoting Positive Behaviour' is available to read at the nursery.

Triple P

This 'Provides Positive Parenting' strategies which address a number of issues e.g. hitting, sleeping, toileting etc. If you require any support either individually or as part of a group, we have staff available within the nursery to support you through this within the nursery setting/local area.

Fundraising

Parents, children and staff are involved in fundraising events to generate funds for the nursery.

Local organisations are approached to lend support to the nursery by donations. Fundraising continues throughout the year and is co-ordinated jointly by the parents and staff. They fundraise to buy birthday presents, Christmas presents, and travel expenses for excursions, summer trips etc.

Parents Workshops

We offer a variety of workshops throughout the year and hope that they may be of interest to you e.g. First Aid and Storytelling. We will keep you informed through newsletters and other communications.

All parents/carers have access to their child's Individual Profile where evaluations are completed at the end of each plan. Your child's progress can

be reviewed, and opportunities are available to discuss this with your child's keyworker.

Fees and Financial Information

Nursery Charges

The charges for nursery provision will vary according to family circumstances and some families will be exempt from charging or entitled to a reduced fee level. The Head of Establishment can provide more information on the criteria for exemption or reduction. Charges will be payable 4 weekly in advance. You will be expected to pay for any additional hours of childcare your child is allocated, whether or not they are used. (For instance, A family allocated 9am-5pm will be expected to pay for the full number of hours even if they choose to collect their child at 4pm) Confirmation of hours allocated will be given in a written contract at the start of the placement.

The Government funding supports the provision of free part time nursery places for 3 year olds which starts from the Monday following their 3rd birthday.

Some children from aged 2 years may be eligible for funding – please refer to the Glasgow City Council website for further details:

www.glasgow.gov.uk Schools and Learning; Early Years; Eligible 2 Year Olds

Charges for 2026/2027 Session

- Standard Rate £4.00 per hour for children 0-3 years *[not Glasgow Resident]*
Discounted Rate £3.00 per hour for children 0-3 years *[Glasgow Resident]*
- Standard Rate £5.50 per hour for children 3-5 years *[not Glasgow Resident]*
Discounted Rate £4.50 per hour for children 3-5 years *[Glasgow Resident]*
- Resident Reduced Hourly Rate – *various criteria apply* – £1.00 per hour
- Second Child Rate £2.20 per hour *[Glasgow Resident]*
- Third Child Rate £1.70 per hour *[Glasgow Resident]*

The nursery is not responsible for the collection of fees.
Invoices will be issued by Early Years charging team at Glasgow City Council.

Meals/Snacks

We have our snack and lunches delivered from an outside kitchen and meals and snacks are provided by Cordia Service.

- Lunch - £1.52 per meal

Arrears of Charges

Where a parent/carer is weeks in arrears, a review of hours allocated will take place. This will, unless in the most exceptional circumstances, result in hours being reduced to part time entitlement for eligible 3 and 4 year olds, or in the case of children under 3 years old the place may be withdrawn.

If for any reason you are finding it difficult to pay an invoice, please speak to a member of the management team as soon as possible.

Your situation will be treated in the strictest confidence, and we will do all we can to advise.

Seesaw

We use the Seesaw platform, which is a secure online journal where staff and children can document and reflect on what your child has been learning at nursery. Staff will be able to add photos, videos, drawings and voice recordings to each child's learning journal.

Staff can then share them privately with you where you can view and comment on your child's work. Parents/ Carers will download the app using a unique barcode for their child to access their learning journal, the app will give you notifications each time something has been added to your child's profile meaning that you will have access to the most up to date learning that your child has participated on while they are at nursery.

The app also allows for staff to upload photographs of celebrations throughout the year.

In order for your child to use Seesaw, the app requires your child's name in order to staff to upload their photos etc. Seesaw only uses this information to provide the service. Seesaw does not share any of your child's personal information or journal content.