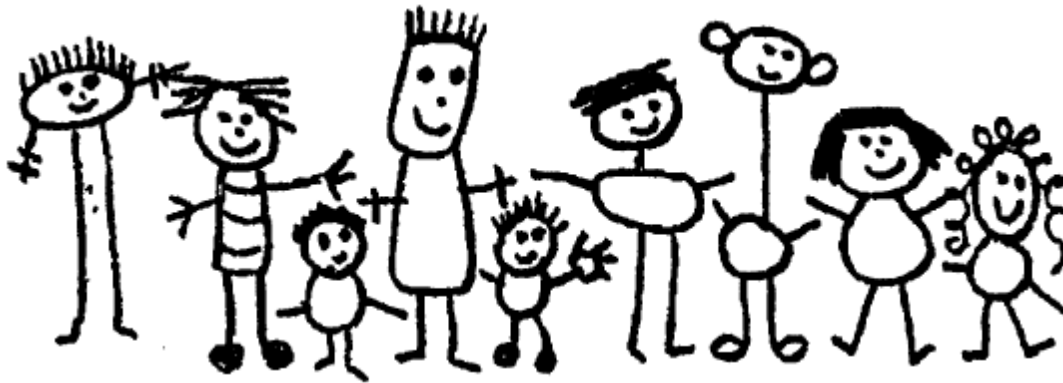




## Cherry Tree Nursery



# HANDBOOK

2007

Dalmilling Drive  
Ayr  
KA8 0QP



01292 285197

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## SECTION A – General School Information

### 1. *Introduction by Head Teacher*

Dear Parent

On behalf of everyone at Cherry Tree Nursery – Welcome !

I hope you will enjoy reading our Handbook and that you will find it interesting and helpful. It is intended as a guide to all parents of new children, former parents, relatives, visitors, students and friends of the Nursery.

Through the Handbook, I have tried to give you an impression of life in our Nursery and of the ways in which all staff try to cater for the individual needs of each child. If you still have questions or would like more details on any aspect of your child's nursery experiences, please do not hesitate to contact me.

Parental involvement and working in partnership with parents is an important feature in our nursery life and close parent/staff liaison is encouraged. You will find the nursery staff here extremely approachable and only too willing to address any parental concerns.

I am looking forward to getting to know you and hope that your family will soon feel welcomed and valued members of our Nursery.

Fiona Reid  
HEAD TEACHER



## **2. Statement of School Aims and Values**

**South Ayrshire Council has set out its six core values. These are:**

- help for those who need it most
- commitment to quality public services
- pride in the community
- service to others
- lifelong education
- partnership

**It has also identified aims for Early Education and Care:**

- provide a safe, secure and caring learning environment where children are happy and feel valued
- provide a broad, balanced and stimulating curriculum appropriate to the needs of individual children
- encourage children to become active, confident and enthusiastic life-long learners
- promote partnership with parents and the wider community
- encourage continuity and progression in care and education

**At Cherry Tree we aim to offer the highest quality service. We will seek to:**

***Provide a safe, healthy and happy environment for children and adults by:***

- ❖ building on self-esteem & confidence
- ❖ ensuring nursery is staffed effectively
- ❖ consulting Health & Safety Policies & Guidelines
- ❖ building on self-esteem & confidence

***Be aware of individual needs and development, and provide for the gaining of knowledge, understanding and skills by:***

- o providing a broad and balanced curriculum with reference to Birth to Three and Curriculum Framework 3-5.
- o using and recording observation, planning and assessment
- o practising differentiation according to individual needs
- o promoting inclusive education
- o evaluating learning & teaching

***Promote equal opportunities for all by:***

- ❑ valuing all nursery users – children, parents, staff etc
- ❑ having non-judgemental approach
- ❑ treating everyone equally

***Foster and maintain good staff relationships and work as a team by:***

- clearly setting our management structure
- creating a supportive and consultative environment where all staff feel valued
- providing staff supervision (take out)
- providing opportunity for personal development and in-service training
- using techniques to maximise individual strengths & skills

***Have an effective partnership between home and nursery by:***

- communicating effectively
- structuring home visits to children in our Under Three unit as part of introduction to early education and care
- keep in regular communication with parents who are unable to come to nursery every day
- timetabling parents' evenings, open days, etc. throughout session
- operating Parent/Staff Committee

***Establish and nurture links with the community and other agencies by:***

- o operating an Admission Policy
- o regularly attending case reviews, case conferences, etc
- o timetabling professionals from other agencies
- o establishing strong links with local primaries



### 3. School Information

<b>Name</b>	Cherry Tree Nursery
<b>Address</b>	Dalmilling Drive Ayr KA8 0QP
<b>Telephone Number</b>	01292 285197
<b>Email address</b>	mail@cherrytreenursery.south-ayrshire.gov.uk
<b>Denominational status</b>	Non-denominational
<b>Accommodation and capacity</b>	The nursery caters for children between the ages of 6 weeks and 5 years. There is space for 96 pre and ante pre-school children in the nursery classrooms and up to 30 babies (0-2 years) and 40 toddlers (2-3 years) in two smaller units.
<b>Catchment map and area</b>	Details of the school's catchment area and street names are available for inspection at the school and parents can also access them on the Council's web site at <a href="http://www.south-ayrshire.gov.uk">www.south-ayrshire.gov.uk</a>
<b>General Information</b>	All staff have either a Teaching or an Education and Care qualification and regularly attend in-service to update their knowledge and skills. Added to this all staff and students have been SCRO or Disclosure checked before commencing employment or placement. Staff are also registered with either the General Teaching Council or the Scottish Social Services Council, dependant on their qualifications.

**4. School Staff**

<b>Name</b>	<b>Designation</b>
Mrs Fiona Reid	Head Teacher
Mrs Janice McIllooney	Depute Head of Centre
Karen Bulloch	Nursery Teacher
Sherrin Kennedy	Team Leader
Lynne Robertson	Team Leader
Anne Scobie	Nursery Nurse
Cathy Ballantyne	Nursery Nurse
Samantha Boland	Nursery Nurse
Sylvia Brown	Nursery Nurse
Lynda Burgess	Nursery Nurse
Deborah Clewlow	Nursery Nurse
Anita Hay	Nursery Nurse
Sheena Kerr	Nursery Nurse
Dianne Miller	Nursery Nurse
Gail Murray	Nursery Nurse
Alison Thompson	Nursery Nurse
Jolene O'Donnell	Clerical Assistant
Sally Mitchell	Janitor/Cleaner

**5. Management Team**

<b>Name</b>	<b>Designation</b>
Mrs Fiona Reid	Head Teacher
Mrs Janice McIllooney	Depute Head of Centre

## 6. *The School Year and School Hours*

The nursery is open 52 weeks of the year and offers a wide range of sessions. The length of session offered to each family is dependent on their individual needs and every effort is made to accommodate specific requests.



<b>Pre-school/Ante Pre-school:</b>	<b>9am – 11.30 am</b>
<b>(Dalmilling Building)</b>	<b>12.30 – 3.00 pm</b>
<b>Babies/Toddlers</b>	<b>9am – 11.30 am</b>
<b>(Westwood &amp; Harthall Buildings)</b>	<b>12.45 – 3.15 pm</b>

All places are allocated according to South Ayrshire Council's Pre-5 Admissions Policy – a copy of which is available in the nursery. An Admissions Panel meets regularly to offer and review places for pre-threes. Some places may be allocated on a full-time basis to give families extra support in times of crisis.

Pupil's attendance will be 190 days after deducting 5 in-service days.

Pre-School and Ante Pre-School children will generally attend nursery on a term-time basis.

Any changes to dates etc, will be notified as soon as they are known.

**SOUTH AYRSHIRE COUNCIL**  
**Education, Culture and Lifelong Learning**  
**School Holiday Arrangements: 2007/2008**

Term	Break	Dates of Attendance			Cumulative Holiday Total	Cumulative Working Days
First	Mid Term	Teachers ( <b>Inservice</b> )	Thurs	16 Aug 2007		
		Teachers ( <b>Inservice</b> )	Fri	17 Aug 2007		
		Pupils return	Mon	20 Aug 2007		
		<i>local holiday</i>	Fri	21 Sept 2007	1	
		<i>local holiday</i>	Mon	24 Sept 2007	2	
		Close	Fri	12 Oct 2007		
		Teachers ( <b>Inservice</b> )	Mon	22 Oct 2007		
		Re-open (Pupils)	Tues	23 Oct 2007	7	
		Close	Fri	21 Dec 2007		85
		<i>local holiday</i>	Mon	24 Dec 2007		
Second	Mid Term	Re-open	Mon	7 Jan 2008	17	
		Close	Thurs	7 Feb 2008		
		<i>local holiday</i>	Fri	8 Feb 2008	18	
		Teachers ( <b>Inservice</b> )	Mon	11 Feb 2008		
		Re-open (Pupils)	Tues	12 Feb 2008		
		Holiday (Good Friday)	Fri	21 Mar 2008	19	
		Holiday	Mon	24 Mar 2008	20	
		Close	Fri	4 Apr 2008		143
Third	May Day	Re-open	Mon	21 Apr 2008	30	
			Mon	5 May 2008	31	
		Teachers ( <b>Inservice</b> )	Fri	23 May 2008		
		<i>local holiday</i>	Mon	26 May 2008	32	
		Close	Fri	27 Jun 2008		195
				65		
Session 2007/08		Teachers ( <b>Inservice</b> )	Thurs	14 Aug 2008		
		Teachers ( <b>Inservice</b> )	Fri	15 Aug 2008		
		Pupils return*	Mon	18 Aug 2008		

NB Good Friday: 21 March 2008

*Pupil's attendance will be 190 days after deducting 5 in-service days.*

## **7. Enrolment**

### Registration Procedures

Registration can take place throughout the year, however the Local Authority advertise a 'Registration Week' in January each year.

### Admission Procedures

The majority of pre and ante-pre school places will be allocated in March/April. Parents are then invited to bring their children for a pre-admission visit in May/June prior to Admission in August/September.

Application for place in our "Under Three" provision are all referred to and allocated via the North Ayr Area Admission Panel. Children who are offered places in the Under Three unit are generally visited at home prior to their first visit to nursery. The first time parents and children visit the nursery they will be introduced to staff and shown around the nursery. Enrolment forms are completed and start dates agreed.

## **8. Key Worker System**

Each child is allocated a "key worker". This is a member of staff who will take responsibility for the child's care and welfare during their time at nursery. Parents are encouraged to share information with key workers informally as required regarding their child's needs and interests. Twice a year appointments are allocated when parents can discuss their child's progress with their key worker individually.

## **9. Settling In**

Once your child has been offered a place at nursery (and once a home visit has taken place in the case of children in our Under Three units) – a "pre-admission" visit will be set up. On that first visit to nursery, you will be introduced to staff and shown around. You will be asked to complete enrolment/consent forms. On these forms we will ask you to provide the name, address and telephone number of a contact person for use in case of emergencies.

Generally, children only stay for a short period in their first day. This is gradually built up with your agreement, depending on how quickly the child seems confident. As confidence grows, their time will be lengthened until he/she is staying for a full session. The length of time for settling varies from child to child, but usually it takes only a few sessions.

## **10. Arrival and Collection of Children**

It is expected that a responsible adult will bring your child to and from the Nursery. In the interests of your child's safety you should make a point of telling the Head Teacher/Key Worker if he/she is to be collected by someone other than yourself. This avoids difficult situations when a child cannot be allowed to leave with someone not known to the staff. Please also note that it is not legally possible for us to allow a child to leave the nursery with anyone under the age of 16 years.

It is important that children are collected on time as they can become very upset if parents/carers are late. If you have been held up please try to contact us, so that we can reassure your child and plan for their care until they can be collected.

## **11. Voluntary Parental Contribution**

This contribution is £1 each week, and is used to provide the snacks. Any residue goes towards toy repair or renewal. The snack money, as we call it, may be handed in at the beginning of the Monday sessions. With the help of our Parent/Staff Committee we are able to plan and subsidise entertainments, special events and activities for the children.



## SECTION B – Teaching and Learning

### 1. *The Nursery Curriculum*

We aim to provide a well balanced, planned programme of activities tailored to each individual child by providing suitable equipment in safe, nurturing surroundings. This will encourage the child's natural curiosity and allow them the valuable opportunity to progress at their own pace in an educationally stimulating environment enabling them to achieve their full potential.

We aim for all children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors through the key aspects of our curriculum.

#### **How we promote learning**

The first five years of a child's life encompass a complex period of rapid growth and development. The experiences which children have during these early years exert a powerful influence on their long-term development and, more immediately, on their future learning.

#### **• Communication & Language**

Beginning of vocalization.

Encourage enjoyment, extend language through stories, rhymes and use of information books.

Development of conversation, lengthening of listening skills.

Further speech and listening through more complex activities.

Early recognition of print/early mark making.



#### **• Physical Development & Movement**

Help with first steps, crawling, sitting, holding, eating.

Develop running, climbing, riding bikes, feeding and dressing skills.

Use of small hand movements in different activities.

Master scissors, buttons, zips, etc.

Encourage energetic activity both indoors and out.

#### **• Expressive & Aesthetic Skills**

Introduce new experiences e.g. sand, water, "gloop", etc.

Develop ways of creating pictures.

Encourage drawing, painting and colour knowledge.

Pre-writing skills.

Imaginative and role play.

Making music and signing/dancing.

### • **Emotional, Personal & Social Skills**

Help the very young become aware of others, begin to encourage independence

Enable children to share and take turns of equipment, friends and adults.

Encourage the development of friendships and respect for others.

Develop awareness of people from different backgrounds and cultures.

Encourage confidence and prepare for future experiences.

Develop concentration and attention skills.

### • **Knowledge & Understanding of the World Around Us**

Encourage the use of the senses to explore and investigate.

Develop awareness and use of a variety of materials and textures.

Encourage skills necessary to design and make things.

Promote healthy living and a caring attitude towards plants, animals and the environment.

Encourage an awareness and use of everyday technology e.g. computers, etc.

Develop and interest in the local community and other people within it.

## **0-3 Curriculum**

Recently the Scottish Executive published guidelines for the under three's called Birth to Three. At Cherry Tree we aim to use these to promote relationships, respect and responsive care within the playrooms which is central for future development and are the basis for linking into the Curriculum Framework later in nursery.

## **Observation**

Using a variety of means e.g. sharing information with parents, interacting with children and observing their play, key workers are able to assess the stage of a child's development and identify next steps to progress learning. Staff carefully record their observations and use them when planning or as evidence for children's Profiles of Achievement.

## **Planning**

Using the information gathered in observations, etc and in accordance with Scottish Executive Guidelines, staff carefully plan to provide a variety of activities and experiences which will promote children's development and learning in the 5 key aspects of the curriculum. The Scottish Executive Guidelines used are "Birth to Three" and "A Curriculum Framework for children aged 3-5".

## **Implementation**

Staff meet together on a weekly basis to plan and evaluate. The plan is then used to provide a framework for your child's time at nursery, enabling a child initiated, natural progression towards future learning. This is done on a continuous cycle.

## **2. Additional Activities**

The nursery is actively involved in the "Fit Ayrshire Babies" (FAB) project. Nurseries, childminders and Health Visitors across North, East and South Ayrshires are involved in this initiative which is jointly funded by Health and Education. The aim is to actively involve parents of children under the age of three in promoting an active and healthy lifestyle. At Cherry Tree we lend out "FAB" bags which contain the resources required to undertake specific activities with very young children. We also regularly run Parent Workshops on a variety of "FAB" related subjects. Currently a FAB Parent and Baby swimming group meet at the Citadel every Tuesday.

## **3. Outings and Parental Consent Forms**

Forms completed on Pre-Admission visits during registration include a Parental Consent Form, which will provide the nursery with your permission for local visits or outings. However, outings requiring more information and planning will require you, as parent or guardian, to read, complete and return specific permission forms in advance of planned events.

Please note that children can only take part in outings when the necessary parent/guardian permission slips have been received by the Nursery.

## **4. Assessment and Reporting**

Through observation the staff assess the children at all levels and can then plan work for their individual development. Key Workers will build up an assessment profile for each child. The Nursery Teachers will begin a Transition Record for each child, which will go with your child into Primary School. This record is completed at the end of Primary 1. Please remember that the nursery has an open door policy and your Key Worker will be willing to discuss your child's progress at a time suitable to you both. In order to discuss progress fully, there will be special Parents' Meetings around November and June. However, if at any time you have any concerns about your child's development, please come initially to the Head Teacher who will arrange discussions with the Key Worker.

We evaluate our work with the children by annual review in the Nursery Development Plan. This plan contains our priorities session by session, and shows our progress throughout the year. We may also be evaluated by the Quality Department within Educational Services in South Ayrshire, or inspected by HM Inspectorate and the Scottish Commission for the Regulation of Care and the schools' performance measured against national criteria and standards.

## **5. Additional Support Needs/Accessibility Strategy**

New legislation, concerning the provision for children with additional support needs came into effect in Scotland on the 14<sup>th</sup> November 2005. The term “special educational needs” no longer exists and has been replaced with “additional support needs” which refers to any child or young person who experiences a barrier to learning, however temporary in nature.

The nursery therefore has a duty to ensure that all our children have equal access to the curriculum and that support appropriate to the child's needs is offered. Not only does this cover the provision of appropriate experiences and activities, but also the physical environment e.g. a wheelchair bound child may need ramp access to the building.

Sometimes we know before a child starts nursery that he/she will require some extra support and can, in consultation with parents and other professionals, make appropriate plans/adaptations. Sometimes it is not until a child has been attending for a little while that they may need some extra support. At this point parents will be consulted and with their permission, the child may be referred to other professionals e.g. Speech Therapy, Educational Psychology, etc.

## **6. Equal Opportunities and Inclusion**

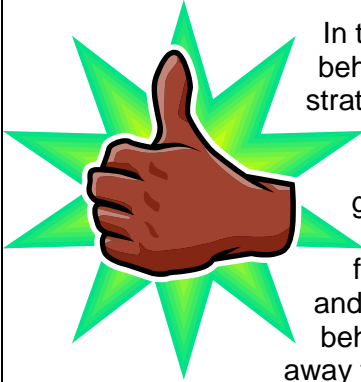
At our nursery we promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and additional support needs as part of our inclusion policy.



All staff ensure equal opportunities are given regardless of race, religion, sex or ability.

All incidents of racism are treated seriously and reported to the education authority for follow up.

## 7. Promoting Positive Behaviour



In the nursery, we aim to encourage a high standard of behaviour and achievement through a wide range of strategies, experiences and activities on offer, Children are encouraged to develop their social skills and behaviour in an acceptable and appropriate manner. This is generally achieved by setting simple rules (“Golden Rules”) for the children and responding to situations with a calm, fair and consistent approach. Children are encouraged and praised for their efforts and achievements. If bad behaviour or tantrums do occur, we try to divert the child away from the cause of the behaviour or try to ignore it if at all possible.

We hope these strategies are very similar to those used by most parents in the home, as consistency is important. Should a child’s behaviour be causing concern and the child is not responding to strategies as described in the nursery “Promoting Positive Behaviour” policy, parents will be consulted and joint strategies planned in order to support the child.

## SECTION C – Home / School / Community

### 1. Attendance

Children enjoy coming to nursery and we hope that their attendance can be regular and consistent to allow your child to gain the maximum benefit from his/her time with us. Also, we hope to build up good practice for later life and so expect the children to attend every day, unless they are ill.

### 2. Nursery Clothing

Children have fun, learn and enjoy themselves taking part in a variety of activities - including messy ones ! We do provide aprons and tabards to safeguard “good” Clothing, however we would encourage you to dress your child in “Play-clothes”:

- to be comfortable
- to prevent spoiling “good” clothes
- to encourage independent learning (toileting, toothbrushing, dressing & undressing)



Please also make sure that your child has suitable outdoor clothing in case outdoor play or an outing is planned.

We would prefer you not to allow your child to wear jewellery, especially earrings as they could be pulled out, causing injury, during energetic play. Please write your child's name or initials inside clothes which may be removed e.g. coats.

### 3. The Wider Community

Over the years good links have been built up with our community and the many agencies working within it. We aim to continue to build upon this good practice in the future. There is regular contact with Community Health Care, mainly with health visitors, and with North Ayr Social Work Team based in Whitletts Road.

Pupils from Ayr, Carrick, Girvan, Kyle, Mainholm, Prestwick and Queen Margaret Academies, and also Wellington School, attend the nursery on work experience courses. We also have students from Ayr, James Watt and Kilmarnock Colleges on Child Care and Education courses, and students from Paisley University (Craigie Campus) on B.Ed degree and post-graduate courses.

#### **4. Fundraising**

Fundraising is ongoing throughout the year and is organised by the Parent/Staff Committee. Events in the past have included – Prize Bingo, Raffles, Sponsors, designing tea towels, to name but a few! Funds raised have been used to provide outings, Christmas presents and parties, etc. Volunteers and new ideas are always welcomed.

#### **5. Choosing a School**

Under the placing request arrangements parents have the right to choose a school other than the catchment school for their area. This is known as a placing request and application forms can be obtained from the school office or the Council Offices at Wellington Square, Ayr, telephone 01292 612268. Unfortunately it is not possible to guarantee that a placing request will be successful but parents will have the right of appeal should it be unsuccessful. Full details of the placing request arrangements are contained in the application form.



You should be aware that if you decide to make a placing request your child would no longer be automatically considered for a place in their catchment school.

#### **6. Transfer to Primary School**

The nursery has established good liaison programmes in our area i.e., Dalmilling, Whitletts and St John's Primaries. Liaison can take many forms, Primary staff visiting the children in nursery, nursery staff escorting children on visits to schools, joint activities e.g. singing times, assemblies, etc.

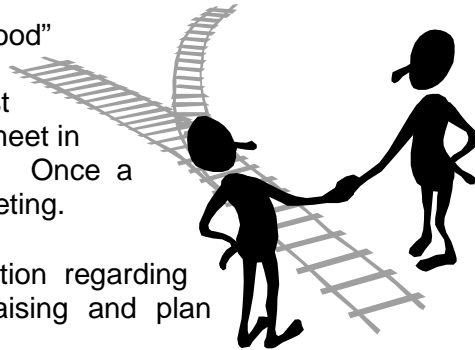
As previously stated the Nursery Teacher will start to complete Transition records for children in their pre-school year, these are then passed on to the child's Primary one teacher who will complete them. The children enjoy showing their Profiles of Achievement to primary staff when they visit, prior to their schools induction programme starting.

## 7. *Parent's Room/Parent's Committee*

A Parents Room is available in the "Westwood" building of the nursery. Parents are welcome to use it as a drop-in facility almost any time. Currently our Parents Committee meet in the Parent's Room informally every Friday. Once a month we have a Parent/Staff Committee meeting.

At Committee meetings, we share information regarding nursery activities, discuss ideas for fundraising and plan fundraising events or outings.

We are always keen to recruit new parents to our committee. If you are interested please contact any member of staff.



## 8. *Working Together*

Our aims are to provide an effective partnership between home and school with emphasis on communication.



We will aim to keep you in touch with what is happening in the nursery. To do this, newsletters are sent home giving information about nursery events. Posters and notices will be displayed in the hallway and on noticeboards.

Photographs of our activities and examples of children's work are regularly displayed in our reception areas.

Please try to display at least one or two (of the many!) 'creations' at home in order to let your child see that you also value their work.

## 9. *Parental Complaints Procedures*

We are always keen to maintain our quality of service, if you have any comment about our service, please contact the Nursery Head Teacher (Fiona Reid) in the first instance. If, however, you feel your comment has not been fully addressed, you should write to the Director of Education, Culture and Lifelong Learning, County Buildings, Wellington Square, Ayr KA7 1DR.



## **10. Care Commission**

If you wish to make a complaint about a care service which is regulated by the Care Commission or about the Care Commission itself, you can contact the Care Commission at the following address:

Care Commission  
Compass House  
31 Riverside Drive  
DUNDEE  
DD1 4NY

Tel. No: 01382 207100 or 08456 030890

Regional Office  
Care Commission  
Princess Gate  
Castle Street  
HAMILTON  
ML3 6BU

Tel. No: 01698 208150

## SECTION D – Care and Welfare

### 1. *Child Protection*

It is the responsibility of every adult to protect children from abuse, which may present itself in one or more of the following five categories:-

1. Physical Injury
2. Sexual Abuse
3. Non-organic Failure to Thrive
4. Emotional Abuse
5. Physical Neglect

All staff at Cherry Tree Nursery have had training in Child Protection. The Head Teacher and Depute are the Child Protection Co-ordinators for the nursery.

If staff have any reason to be concerned about a child in respect to any of the above categories, they have a professional obligation to report their concerns to a member of the Senior Management Team, and agree a course of action.

This action may only be to monitor the child for a period of time and discuss the issue with the parent/carer. It may, however, result in a discussion or a more formal referral with a colleague from another agency e.g. Social Services or Health Board. An investigation may take place which ultimately, in extreme cases, may result in statutory measures being enforced.

### 2. *Healthy Eating and Promoting Dental Health*

A snack is provided during each session in the nursery. (Please Note – snacks may contain NUTS. Please be sure to let staff know immediately should you discover your child to have an allergy of any kind.) All food prepared is suitable for pre-5 children and is carefully selected.



Every child also receives one-third of a pint of whole milk per day. Children who have an extended day place are provided with a mid-day meal.

When it is your child's birthday, there will be a little party and the nursery will provide cakes and a small gift. No child is missed out – holiday birthdays are covered too!

After snack every day the children will brush their teeth. Toothbrushes and storage "buses" are provided by the Community Dental Service as part of a project to improve dental health in the pre-school population. The West of Scotland does not have good dental health, so please support us by making sweets a once-a-day treat and keeping sugary foods and drinks to a minimum.



**Please note:**

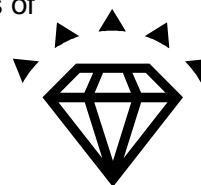
In the interests of Health & Safety, parents coming by car should park in Dalmilling Drive or Harthall and not in Dalmilling Primary car park or on the zig-zags around the school. Thank you for your co-operation in this matter.

**7. Insurance**

South Ayrshire Council hold Public Liability, Employer Liability and Officials Indemnity Insurance, with AIG Europe (UK) Ltd – New Hampshire Insurance Company under policy number 21005023. In addition, the school will provide information on School Excursion Insurance when necessary. Further information regarding insurance and an appropriate claim form can be obtained from the school or County Buildings, Wellington Square, Ayr, telephone 01292 612264.

**8. Valuable Items**

The Council is concerned at the level of claims being received regarding the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessary expensive items of clothing are not brought to school. Parents should note that the Council does not carry insurance to cover loss of such items and any claims submitted are likely to be met only where the Council can be shown to have been negligent.



**9. Health and Medical Information**

If your child has any medical problems, it is very important that staff are informed and made aware of any difficulties.

**Medication**

If your child requires medication during his/her time at nursery – please discuss with the Head Teacher. A consent form for the Administration of Medicine must be completed.

It is essential for you to keep us up to date with relevant medical information.

**If Your Child is Unwell**

The nursery would welcome a telephone call if your child is not able to attend nursery on a particular day.

If your child becomes ill while at nursery we will try to contact you or the emergency contact which you give us on your child's admission to nursery.

If your child has an infectious disease such as chickenpox etc., could you please

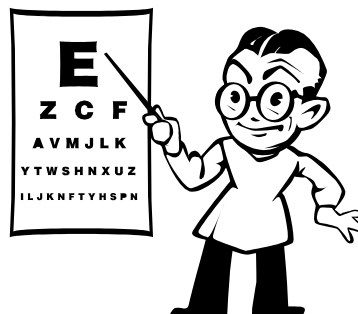
check with your doctor as to when it is safe for the child to come back to nursery. This will help to contain outbreaks. (Information about common infections are available on the hallway noticeboard.)

### **Minor Accidents & Upsets**

This will be dealt with by the member of staff trained to administer first aid within the nursery. We will always inform you about these minor accidents.


### **Visits by Medical Staff**

Every year an Orthoptist from Ayr Hospital comes into the nursery to carry out eye-tests on children who are in their pre-school year. Appointments are issued in advance and parents are welcome to attend with their child.



Often if children require extra support from other Medical staff e.g. Speech Therapists, Physiotherapists, Occupational Therapists, they may visit them in nursery as part of their treatment plan. Parents would be informed in advance and given regular feedback on their child's progress.


## **10. Smoking Control**



The whole nursery is a smoke-free zone. We would ask that you note this and support our decision.

## **11. Data Protection Act**

Information on pupils and parents is stored on a computer system and may be used for teaching, registration and assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Code of Practice. For further information please contact the school.

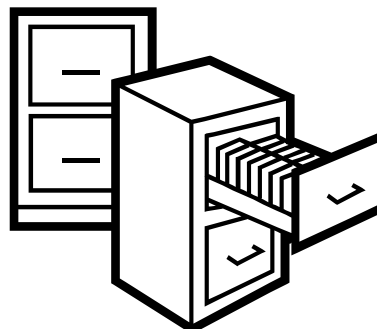


## 12. Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities; Scottish Executive and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and further education colleges; and the Police.

Public Authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- The reason for decisions made by it.



The legal right to access includes all types of 'records' information of any data held by the Scottish public authorities. From 1<sup>st</sup> January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

## 13. Helpful Addresses and websites

Organisation/Contact	Address	Telephone Number
South Ayrshire Council Education, Culture & Lifelong Learning Mike McCabe	County Buildings Wellington Square AYR KA7 1DR	01292 612201
South Ayrshire Council Acting Heads of Educational Attainment Allan Rattray Frank Cardle	County Buildings Wellington Square AYR KA7 1DR	01292 612235 (Allan Rattray)  01292 612297 (Frank Cardle)
South Ayrshire Council Quality Improvement Manager Carol Taylor	County Buildings Wellington Square AYR KA7 1DR	01292 612240
Social Work Service Anne Stewart	Holmston House AYR	01292 262111

Pyschological Services Moira Sweeney	C/o Braehead Primary Gould Street Ayr	01292 292592
Family Counselling Service Sandy Martin	Wills Road AYR	01292 288645
District Councillor Alex Cairns	County Buildings Wellington Square AYR KA7 1DR	01292 612293
Scottish Commission for Regulation of Care	Compass House Discovery Quay Riverside Drive DUNDEE DD1 4NY	01382 207100
Community Groups	There are numerous Community Groups within the area – for more information, consult North Ayr Address Book, a copy of which is available in the Nursery Office.	

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:-

- a) before the commencement or during the course of the school year in question;
- b) in relation to subsequent school years.