

Great Western Pre-School Prospectus

A Better Place to Be



Thank you for taking the time to consider Great Western as a nursery for your child. We are proud to tell you that we have been providing quality child care and pre-school education in Aberdeen City and Shire for over 25 years having first opened our doors on April 17, 1989. This was a very special day in my life as my ambition to provide a safe and fun environment for nursery children was finally realised.

The nursery was established on the basis that 'a nurtured child is a content child' – a theme that we have carried forward in our daily practice to ensure each day we provide an active, happy, stimulating and caring environment for all our children, while at the same time providing areas for rest and quieter activities.

We realise the importance of 'play' and setting-up appropriate learning experiences so that children will be eager to explore, pretend, investigate and learn.

We all understand how important it is for your child to leave you for the first time and come to a nursery where they immediately feel at home and settle quickly into an environment where they can grow and mature in all the areas of development required to create a full and challenging nursery experience.

To learn more about Great Western simply drop in or give us a call to make an appointment. We would be delighted to discuss your individual requirements and allow you to see first hand how we operate. We look forward to meeting you.

Cindi & Kenny Black
Proprietors

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The Aims of Great Western

Mission Statement

Our Vision is to prepare an environment that is stimulating for each child, regardless of age or individual need. To have knowledgeable staff who are trained to provide that environment with a caring attitude whilst maintaining a sense of humour. We feel that children should be cared for in a light hearted way whilst providing structure and order throughout their day.

- To provide an active, happy, stimulating, safe, caring and sharing environment where children aged 0 to 5 years can grow, learn, and acquire skills that will encourage them to become confident, motivated, independent thinkers and learners.
- To monitor, observe, record and evaluate all children's progress so that appropriate learning experiences can be created to provide a balanced curriculum in line with national advice appropriate to the stage of development for each child.
- To build positive relationships between adults and children encouraging mutual understanding and respect for people, the environment, and cultural diversity.
- To encourage partnerships between parents/guardians, community, outside agencies and the nursery.
- To provide specialist care for each individual child with staff having the appropriate training and experience. To employ staff that have gone through a stringent recruitment process in-line with national legislation and advice.
- To provide appropriate accommodation and resources for each age group.
- To encourage healthy eating and provide appropriate physical activities both inside and outside.
- To respond quickly and positively to parents suggestions, views and enquiries.
- To provide a nursery where the ethos is relaxed and friendly but professional.
- To provide a high quality service where management and staff actively self-evaluate nursery provision and formulate development programmes.
- To follow a staff appraisal process where personal development is not only encouraged but also supported through appropriate training.

Admissions—28/09/17

When parents make an enquiry regarding available space, they are given the opportunity to visit the nursery or club and discuss their needs and whether or not the service provided is satisfactory for their child.

Parents fill in an application form stating the date of application and the date a nursery space or club space is required. Days and hours required are also stated on the form.

Parents who have a child attending the nursery will be given first choice of available spaces for the attending child and their siblings. It is the responsibility of the parent to submit an application or change of sessions request form to the relevant nursery. Only requests of this type will be accepted into the waiting list. Allocation of sessions will be given on a first-come, first-served basis with the following priority, (1) child attending nursery, (2) siblings attending nursery and (3) full time spaces (4) new applicants. Priority will be given to families who require the greatest number of sessions,

Discounted spaces for siblings will only apply to the nursery. A sibling discount will not be given to families whose children attend the out of school Clubs.

Applications for admissions and reducing sessions: If space is available upon application, the child is given the required sessions immediately. If the required sessions are not available, the child is put on a waiting list based on priority as stated above. When the space becomes available, the child is offered a place. When the space is confirmed and accepted by the family, a deposit will be made. This will be deducted from the first invoice and is not refundable if the parent/carer chooses to cancel the place.

There is a 3 session minimum requirement for all applicants. When only three sessions are required it must include either a Monday or a Friday if available. A session is defined as a morning or afternoon. A full day would be two sessions.

When reducing sessions the same minimum requirement should be maintained and a change of sessions request form must be completed and returned to the administrator or manager of the setting. A reduction in fees will only be given with a four week notice in writing.

Admissions for Early Learning and Childcare

Places will be allocated with the following priority: (1) Full Time (2) Mornings or Afternoons (Children accessing Early Learning and Childcare. Parents who change their

Early Learning and Childcare requirements will relinquish their existing place and then re-apply for their sessions with a change of sessions request form.

Special needs and requirements. The facility and the specialist care that is required are discussed with parents. After consultation with parents, staff, and relevant external sources, the manager would make a determination as to the suitability of the nursery and staff to meet the needs of the individual child. The determination would be based on safety and whether or not the child could be given appropriate learning experiences to enhance their development. If a parent, after visiting and consulting with the nursery, felt the child's needs could be met, the nursery would make every effort to accept the child assuming they could provide a safe environment for the child and the children attending the nursery or club.

All children regardless of their differences, race, religion, gender, language, culture and beliefs will be equally welcomed at Great Western Pre-school.

Standard forms used to support this policy:

**Great Western Prospectus
Pre-Admission Checklist**

Child Protection Policy

Prevention and Detection of Abuse

All children have the right to be protected by adults. The safety of the child is paramount and concerns **must** always be shared.

It is each member of staff's responsibility to be familiar with the National Guidance for Child Protection 2014, Protecting Children and Young People: Framework for Standards. These publications can be found in the staff reading area of each nursery. Child Protection is a Getting It Right For Every Child (GIRFEC) intervention where the emphasis on keeping Safe is the main Wellbeing Indicator.

If a member of staff has concerns regarding the safety of a child they should:

1. Discuss their concerns straight away with the designated Child Protection Coordinator who will share the information with Cindi Black or the General Manager.

LOCATION	CHILD PROTECTION COORDINATOR
Broomhill	Donna Green
Great Western Road	Suzi Gordon
Kingswells	Teresa Scott/ Jaclyn Philip
Portlethen	Caroline MacQuarrie
Portlethen 2	Louise Findlay
Out-of-School Clubs except Kingswells	Jan Watt
General Manager & Drumoak OOSC	Vicki Cartney
Kingswells OOSC	Teresa Scott

2. Engage with the designated person about whether this information needs to be shared, and if so with whom.
3. Ensure all this information is accurately recorded, with reasons for any decision reached. Notes should be brief and factual i.e. injury, behaviour, comments made by the child, etc. All records should be dated and are confidential. Records should only be shared on a need to know basis. Records should be kept in the child's file.
4. **The Complaints / Concerns / Child Protection form** should be used to record this information.
5. If you cannot contact the designated person in the first instance, and there are immediate concerns for the child's safety, contact Cindi Black on 07974923143 or one of the other designated persons from above. If you cannot contact Cindi

Black or any of the designated persons above, contact the social work or police yourself.

6. Parents are made aware of this procedure, as it is outlined on their child's application form and included as part of the prospectus pack.

Useful Contacts for Child Protection:

1. Aberdeen City Child Protection Unit— 01224 306877
2. Aberdeen City Council Child Protection out of hours service —01224 693936
3. Aberdeenshire Council social Work Department— Portlethen Office 01224 666200
4. Aberdeenshire Council Social Work Department Out of Hours Service— 0345 6081206
5. Aberdeen City Council Social Work — 0800 7315520
6. Grampian Police—Police Scotland 101

Complaints Procedure

At Great Western we take the raising of complaints and or concerns seriously. We Endeavour to ensure that through our open door policy, parents and carers are comfortable dealing with our managers when discussing concerns.

Parents are encouraged to channel complaints or concerns initially to the Manager, Second in Charge or Administrator, who will try to remedy the situation.

Alternatively, parents are encouraged to telephone the proprietor, Cindi Black or the general manager Vicki Cartney to discuss the concern or to make an appointment to discuss the situation.

If the complaint relates to an out-of-school-club, the manager of the Out of School Clubs should be contacted initially.

All complaints or suggestions will be dealt with seriously, and all staff will endeavour to deal with complaints quickly and appropriately. We would hope that all complaints can be resolved within 20 days. The following steps will be taken:

- The Complaint or Concern will be acknowledged in writing within three working days from the date it is received, this can be in the form of an e mail and will be entered onto the Complaint/Concern/ Child Protection Form
- The area of concern will be discussed with the parent by the proprietor or by the general manager/nursery manager/second in charge/ supervisor.
- The appropriate staff will discuss the area of concern after consultation with the parent.
- A decision will be made as to the appropriate course of action.
- The parent making the complaint will be informed of the action to be taken and more discussion will be entered into if necessary.
- The agreed course of action will be implemented.

We hope that we will be able to handle any difficulties you are having at Great Western. Should you feel that this has not been the case you may also wish to contact the **Care Inspectorate** directly with your complaint:

**North Region
Johnstone House
Rose Street
Aberdeen
AB10 1UD.**

Telephone Number: 01224 793870

Guidelines for Settling-in Children three to five.

- On the child's first day at nursery it is essential to give lots of individual attention, lots of cuddles and re-assurance.
- Find out from the parent about the routine the child is use to at home.
- Encourage parents to ask as many questions as they feel are appropriate. Make parent and the child feel comfortable and welcomed.
- Ask parent to bring along a favourite toy or comforter.
- Encourage parents to stay as long as they wish and to make as many visits before the child's first day as they wish. These visits could be planned or merely a drop-in-when passing by to the shop. The atmosphere should be such that the parents continue to feel comfortable spending time in nursery not only when the child first starts, but also in the years to follow.
- Do not make any sudden changes to the child's daily routine, i.e. don't potty train, or take away their favorite toy or comforter. If they have a comforter, more than likely they will leave it lying somewhere. If this happens, discreetly pick up the comforter and put it on the child's peg until they notice it is missing.
- Re-assure parents by encouraging them to telephone on their first few days, or call them yourself if required.
- Always respect the wishes of the parents and children.

Guidelines for Settling-in Children under Three's

- On Child/Baby's first day at nursery it is essential to give lots of individual attention, lots of cuddles and re-assurance.
- In order to assist the settling in of a baby we would ask parents to complete a Transition of Care and Routine form which will advise us of of baby's usual routine, i.e. feeding times, sleeping habits, likes or dislikes.
- Encourage breast-feeding. Mummies are welcome to visit nursery to feed their baby. Provide a warm and friendly environment for both mum and baby.
- Remember parents are welcome and should be encouraged to stay for periods in nursery with their baby as required. This should be encouraged not only the first few days of nursery, but also should continue throughout the years to follow. They should be made to feel confident asking questions and seeking advice. Encourage parents to ask as many questions as they feel are appropriate.
- Ask parents to bring along their child's usual comforter, i.e. dummy, blanket, etc.
- Do not make any sudden changes to the child's daily routine, i.e. do not take away dummy or comforter, and do not try to potty train.
- Re-assure parents by encouraging them to telephone on the first few days or you should call them if need be.
- Always respect the wishes of the parents and child.
- We supply all food and drink except formula, we also supply nappies, wipes and creams (except medicated).

Suggestions for things you may need for your baby.

- Change of clothes, it is helpful if all clothing is named.
- Sun cream and hat depending on the season
- Clothes suitable for going a walk in the winter.
- If your child requires medication it should be in a labelled box with the child's name and date of birth.
- Footwear should be appropriate for the season and the age of the child.

Policy for Transition in the Early Years

Rationale

We believe that all children should feel as Safe, Healthy, Achieving, Nurtured Active, Respected, Responsible and Included (SHANARRI) as far as possible when entering or moving from one early year's class to another, from an early years setting to school, from school to an Out of School Care provision or during significant events which occur in the child's life. Young children starting nursery, moving into another class or going through a significant event in their life need support to enable them to adjust. They need to feel that they are a valuable, competent members of the new social group, and they need to develop positive attitudes towards the range of new experiences they will encounter. Likewise, older children who are making a transition from nursery to School need to feel confident and able to positively interact with children and staff within that environment.

During transition children need to be helped to retain the self-confidence and self-respect that they have already gained at home or in previous settings. We believe the Great Western early year's and Out of School Care teams should build on the work of the family and take steps to ensure that the child is valued as an individual in the setting. We understand that children enter nursery and club from a variety of backgrounds and will respond to it in many different ways.

We therefore aim to welcome all children as individuals and will meet their needs accordingly. Getting to know a child and planning for admission, change of class, change of school or changes in their life requires parents and staff to engage in an equal partnership in which both learn from each other.

The aim of Great Western's Transition Policy is to support, foster, promote and develop children's, personal, social and emotional well-being; in particular, by supporting the transition to and between classes and school.

Purposes/outcomes

- Each class to offer a comprehensive transition period which is understood by staff, children and parents;
- To provide close links between practitioners, teachers and families, so that children and adults already know someone in the setting, school or class;
- To ensure that children and their families know what to expect when starting at the nursery or school setting ;
- To ensure that each child is well prepared for the new experience, and is motivated to take part in it;
- To allow each child to take things at their own pace, without being singled out or pressured;
- Children to be encouraged by others without fear of ridicule;
- Every child to be able to find something within the setting which connects with his/her previous life experience;

- To ensure that children and families are able to communicate with staff in their own language where possible, and are fully aware of the routines, procedures and expectations of the setting, regardless of language;
- To provide parents and carers with the opportunities to share information, concerns or ask questions;
- Every child will have a care plan while they are at the setting and this will be included in the child's care plan file in the classroom.
- If there any concerns regarding a child there will be a chronology form completed which will be stored in the child's file in the office.
- To continue to give parents and carers time to tell staff what their child is experiencing at home;
- Staff to demonstrate their respect for parent's/carer's knowledge by asking for their views and listening to what they say;
- To encourage parents or regular caregivers to support their child within the setting for as long as is necessary;
- To allow parents/carers and children short periods of separation which are gradually built up to the whole session, to limit stress and anxiety;
- To provide an environment which is safe, secure, welcoming and inviting for children, parents, carers and visitors;
- To create and maintain an ethos and learning environment that is responsive and flexible to cater for the entire range of needs;

Transition of Care and Routine

Please use this form to update us with regard to your child's routine, habits, diet, allergies, etc. Please include any other information that would help the smooth transition process for your child on their first day at Great Western, when moving from class to class or when there has been a significant change in your child's life or circumstances. Parents, please complete the form and return it to a member of staff within your child's existing class. A member of staff will also complete a section with regard to your child's day at nursery and file it within your child's transition folder. It is expected that we will ask you to update this information at least every six months. If circumstances change within this six month period, please inform your class team. We encourage you to speak to your child's teacher and discuss information further.

Name of Child:	Class:	
D.O.B	Date Completed:	Review Date:
Expected date of class move:	Next Class:	
Child's Care Routine (Information from parent)		
Bottles/Meals/General Diet		
Sleep pattern		
Comforters		
Likes/Dislikes		
Nappies/Toileting		
Special Dietary Requirements, Allergy and Medical Information		
Please provide information relating to any special dietary requirements, allergies or medical information for your child. The information you provide will help us to build a care plan for your child and ensure their health and wellbeing needs are met at nursery. Using the information in this routine sheet we will then discuss with you your child's specific care needs and put in place an appropriate agreed protocol in the classroom.		
	YES	NO
Does your child have any Medical Needs? (Tick as appropriate)		
Does Your child have any Allergies? (Tick as appropriate)		
Does your child have any Special Dietary requirements? (Tick as appropriate)		
Details: If you have ticked yes for any of the above please give details here In the case of dietary requirements, please include whether these are as a result of allergy, Intolerance, cultural requirements or parent preference. In the case of Allergies please indicate whether your child has previously received any type of anti-histamine. We will use this information to create your child's individual care plan with you.		

Details Continued:-

Staff Use :	Protocol Required? (Delete as appropriate)	YES	NO
Protocol Created (Date)	Signed		

Parent/Carer to Sign and Date to confirm the information recorded is accurate:

Signature: _____ Date: _____

6 month review:

Parent/Carer read and sign to show the form has been reviewed and that no changes are required. If changes are required then a new form to be completed.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Information from staff to support transition:

Great Western Pre-school Nursery—Fee Structure—1 March 2017

SESSION	FEE		ADDITIONAL COMMENTS
0-3 YEARS	Cheques, Cash, Standing Order and Bacs	Direct Debit and/or Vouchers	A 2% discount will be given for paying by Direct Debit
Morning/afternoon	34.30	33.60	Nappies, wipes, creams (not medicated) and food will be supplied by nursery. Parents please provide Bottles and Formula.
Full day	54.00	52.92	Same as above
3-5 YEARS			
Morning	33.00	32.34	Lunch provided
Afternoon	31.00	30.38	Lunch is not provided
Full Day	48.10	47.13	Lunch provided

Nursery Hours

Nursery is open from 8:00 a.m. to 5:30 p.m. Early and late care must be arranged through administration only. A skeleton staff is organised on a rota basis to cover the extended hours. Unfortunately, your child cannot be left without a prior arrangement. There are **NO** charges for this service.

Nursery Fees will be calculated on the basis of a 50 week year

Fees will be due monthly in advance based on a 50-week year.

Sibling Discount

A 15% Discount will be given to the younger sibling of a child attending nursery.

Booking Sessions for Nursery

It is the responsibility of the parent to submit an application or change of sessions request form to the manager or administrator of the relevant nursery. Only requests of this type will be accepted into the waiting list. Allocation of sessions will be given on a first-come, first-served basis with the following priority, (1) child attending, (2) siblings and (3) new applicants. If a space is available upon application, the child is given the required sessions immediately. If the sessions are not available, the child is put on a waiting list and offered the spaces when available. There is a three session minimum requirement for all applicants who must include a Monday or a Friday if available. A session is defined as a morning or afternoon. A full day would be two sessions. A retainer will be paid when sessions are confirmed. This will be deducted from the first invoice and is not refundable if the space is cancelled.

Notice for reducing sessions and leaving dates

At least four week's notice in writing will be required to receive a reduction in fees. When reducing sessions the same three session minimum requirement should be maintained and a change of sessions request form must be completed and returned to the administrator or manager of the setting.

***Please note fees are subject to change. It is advisable to check with manager or administrator for most up-to-date information.**

***We reserve the right to allocate spaces to staff based on the needs of the organisation.**

Great Western Pre School – Change of Sessions Request Form

Child's Name	
Nursery / Club	
Classroom (if applicable)	
Contact Name	
Telephone	
Date session change required	

Current Sessions Attended

	Mon	Tues	Weds	Thurs	Fri
AM					
PM					

Requested Sessions

	Mon	Tues	Weds	Thurs	Fri
AM					
PM					

Request for 7.30 to 8.00 or 5.30 to 6.00

	Mon	Tues	Weds	Thurs	Fri
AM					
PM					

Early and late slots must be agreed with administration.

Please note that requests are dealt with on a first come first served basis.

Signature _____ Date _____

When completed please return to the office



Multi-Agency Consent Form (Children’s Services)

The purpose of this consent form is to enable professionals from different services and agencies to share information about the service user below in order for them to properly assess their needs and agree the best way to help.

It is normal practice to seek information and opinions from other professionals/agencies who may be involved in planning and arranging services and to share information with them. All agencies will keep information confidential in accordance with their procedures.

I understand that my information will be shared only with professionals in the agencies involved in my care. This may involve Local Authority services such as Education, Social Work and Housing, Healthcare professionals, voluntary and private agencies and Grampian Police as appropriate. By signing this form, I agree to this information being shared with these agencies.

Name of Service User (Print): _____

Signature of Service User _____

Date of Birth: _____

Date: _____

Name of Parent/Legal representative: _____

Signature of Parent/Legal representative: _____

Status: _____

Date: _____

Further information can be found in the following leaflets:

Information Sharing within Integrated Services for Children and Young People: A Guide for Parents and Carers

Great Western Pre-School Application Form (2)

Medical Information

Childs Doctor _____ Tel No _____

Address of Surgery _____

Medical Conditions _____

Special Dietary Requirements _____

Allergies _____

Please ensure an allergy treatment plan is completed for any allergies noted.

I confirm that I give permission for the application of creams e.g. Sun Cream, Nappy creams and General creams not prescribed by GP.

Signed _____ Relationship _____ Date _____

Health Visitor _____ Telephone Number _____

Address _____

Child Protection Statement

I understand that any member of Great Western Staff who has a concern relating to the safety, welfare and protection of children within their care, has a duty to report this in accordance with our Child Protection Policy. I further understand that the member of staff has no duty to inform me that a report has been made.

Signed _____ Relationship _____ Date _____

Consent for Emergency Medical Treatment

I give my consent to my child receiving any medical treatment which is urgently necessary except:
(Please provide details of any emergency medical treatment which may not be given to the child)

Signed _____ Relationship _____ Date _____

Great Western Pre-School Application Form (3)

Consent for Photos and Videos

At Great Western we regularly take photos and videos of our children, not only do these provide an excellent way of displaying to you your children's activities during the day but they also provide a vital source of evidence for our quality assurance programme. For example, photos and videos are reviewed by our external assessors to demonstrate staff activities and abilities in relation to their qualifications. This is referenced below in our Staff training and assessment consent section.

We understand if you would prefer that your child is not photographed or videoed, please therefore would you complete the below consent form.

I give consent for my child to be photographed / videoed in the following situations.

Activity	Photo – Please circle as appropriate		Video – Please circle as appropriate	
Displays in the Club	YES	NO	YES	NO
Staff training (this could include staff from other nurseries, child minders and out-of-school clubs)	YES	NO	YES	NO
Internal Assessment purposes	YES	NO	YES	NO
Advertising	YES	NO	YES	NO
Press releases	YES	NO	YES	NO
Children's Productions and Shows	YES	NO	YES	NO
Puddlestomping				
To be used in news articles on the Great Western Parent Participation Website Puddlestomping. http://www.greatwesternps.co.uk/puddlestomping				
I understand that this is a community website restricted by user login to the parents, carers and staff of Great Western Nurseries and Out of School Clubs. I understand that no images or video will be used on any other Great Western Website or for Marketing or Advertising Purposes.				
			YES	NO
Photographs				
Videos				
Facebook				
To be used in news articles on the Great Western Facebook Page @greatwesternpreschool				
			YES	NO
Photographs				
Videos				

I understand that images used will be selected with care, appropriate and non-defamatory.

Parent/Guardian Signature: _____ Date: _____

Great Western Pre-School Application Form (4)

Consent for Administering Medicine (Medicine Release)

I give permission for medicine prescribed by my doctor to be administered by a suitable member of staff. The Class supervisor will have sole responsibility for either administering the medicine or appointing a suitable member of staff to do so. A suitable member of staff will be an individual that The Class Supervisor has trained to carry out this task and feels they have the appropriate skills to do so.

I will put instructions for administering medicine in writing. I will be responsible for asking for the medicine at the end of each session in order that it may be taken home. I will also sign the details of medication acknowledging that I have seen the dosage given through the day.

I understand that non pre-scribed medicines will only be given to children when written instructions have been given to class supervisor and the medicine is given to class supervisor labeled with the name of the child. (This includes Calpol).

Signature of Parent _____

Date of Signature _____

Consent for Children to go on Outings and Walks

_____ (Child's Name) has my permission to go on outings and walks with Great Western Pre-school/Out-of-School Club. (Please circle) I understand that these outings could include trips to the park, beach, etc. without my prior knowledge.

Transportation will be provided by car, mini bus, or public transport. I also give permission for the application of sun cream when necessary.

Parent/Guardian

Signature _____ Date: _____

Signed: _____

Relationship to Child _____ Date _____

I understand that by signing this application form I am confirming that the details I have given are correct and that I am confirming consent information as given above.

