

# Great Western Pre-school Prospectus

Website: [www.greatwesternps.co.uk](http://www.greatwesternps.co.uk)



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## Welcome to Puddlestompin' @ Great Western

Whether you're looking for inspiration for fun projects or activities to do with your children or for an inside view of what's going on at your nursery or out of school club we're sure you will find something exiting to do!

If you have a great idea for playtime, a favourite recipe or a handy hint to pass on why not email it to us and we'll include it in the site.

So grab your Wellies and come stomp with us!

What's Going On?

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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

Parents make an enquiry regarding available space. Parents are given the opportunity to visit 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 that already have a child attending the nursery or club will be given first choice of available space for siblings and additional hours that may be required. It is the responsibility of the parent to put their requirements in writing to the proprietor. Only requests in writing will be accepted into the waiting list. Allocation of sessions will be given on a first-come, first-served basis.

New applications for admissions. Spaces are allocated on a first-come, first-served basis assuming there is no one requiring the space already attending the nursery/club or their sibling. 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. When the space becomes available, the child is offered a place.

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 proprietor 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/club.

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

## 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 NESPC child Protection Guidelines, Protecting Children and Young People: Framework for Standards, and Safe and Well. These publications can be found in the staff reading area of each nursery

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	Nicola Creighton
Great Western Road	Linsey Beaton
Kingswells	Gladys Oldale
Portlethen	Vicki Cartney/ Frances Green
All Out-of-School Clubs	Mel Thomson
General Manager	Mel Thomson

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. **The Complaints / Concerns / Child Protection form** should be used to record this information.
4. 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.
5. 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—Telephone 01224 306879
2. Aberdeen City Council social Work Department—Telephone 01224 765220
3. Portlethen Local Social work child and family team—Telephone 01224 783880
4. Aberdeenshire Council Social Work Department Out of Hours Service—  
Telephone 0845 840 0070
5. Aberdeen City Council Social Work Department Out of Hours Service—  
Telephone 01224 693936
6. Grampian Police—Telephone 0845 600 5700
7. Out of Hours urgent referrals: Royal Aberdeen Children's Hospital—Telephone  
0845 456 6000

## Absence of Children Policy

In the event of children being absent from nursery without prior notice or telephone call the following procedure should be followed.

- Report the absence to your manager and administrator ensuring that no messages have not been passed on.
- Still give the parent/carer time to inform us of the child's absence.
- One hour after the normal drop off time has elapsed and there is no contact from the parent/carer then please telephone the contact number to ascertain what has happened.
- If there is no one available please try at half hourly intervals to try and contact someone on the contact list.
- If you still have no information after another hour then again report it to your manager or administrator.

## 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 or Administrator, who will try to remedy the situation.

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

In the absence of the Proprietor or General Manager the nursery manager or the assistant manager should be contacted.

If the complaint relates to an out-of-school-club, the manager of the Out of School Clubs Helen McLellan 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 four weeks. The following steps will be taken:

- The Complaint or Concern will be entered into 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/assistant manager/ 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 Two to Five Years

- 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 favorite 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 settle in a baby it is most helpful for the parents to write a short story 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.

## Policy for Transition in the Early Years

### Rationale

We believe that all children should feel as comfortable, confident and emotionally secure as possible when entering or moving from one early years class to another. Young children starting nursery or moving into another class need support to enable them to adjust. They need to feel that they are a valuable, competent member of the new social group, and they need to develop positive attitudes towards the range of new experiences they will encounter.

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 early years team needs to 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 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 or change of class 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.

### Purposes/outcomes

- Each class to offer a comprehensive transition period which is understood by staff, children and parents;
- To provide close links between practitioners and families, so that children and adults already know someone in the setting or class;
- To ensure that children and their families know what to expect when starting at the 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;

- 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/carers 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.

**Fee Structure from 1<sup>st</sup> March 2011 (Fees subject to change please check before child starts for up to date fee rates)**

<b>SESSION</b>	<b>FEE</b>	<b>ADDITIONAL COMMENTS</b>
<b>0-3 YEARS</b>		
Morning/afternoon	27.50	Nappies, wipes and creams (not medicated) supplied by nursery. Food supplied by nursery. Bottles and formula to be supplied by parent
Full day	43.50	Same as above
<b>3-5 YEARS</b>		
Morning	26.50	
Afternoon	24.50	
Full day	38.00	
<b>Out of School Care</b>		
Before School	6.00	
After School	10.00	
Before and After School	15.00	
Full day during Easter, Summer and October Clubs	35.00	Parents should provide a packed lunch.

**Notice for reducing sessions and leaving dates**

At least four weeks notice in writing will be required to receive a reduction in fees.

**Confirmation of Sessions at the Out-of-School Clubs during Easter, Summer and October Holiday**

When an Out of school Club Session has been confirmed, no reduction in fees will be given.

**Nursery Hours**

Nursery is open from 8:00 a.m. to 5:30 p.m. Early and late drop off's 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.

**Nursery Fees will be calculated on the basis of a 49 week year**

Fees will be due monthly in advance based on a 49-week year.

**Sibling Discount**

A 15% Discount will be given to the younger sibling of a child attending nursery. No discount will be given for Out of School Care.

**Booking Sessions for Nursery**

All requests must be received in writing.

**Booking Sessions for Out Of School Clubs**

Please note that children who attend nursery do not automatically qualify for a place at Out of School Clubs. Application forms must be completed. Places will be allocated on a first come first served basis. Easter, Summer and October clubs should be booked each term.

***\*Please note that Ashley Road Club (ARK) and St, Josephs Club (St.Joose) are managed by Great Western Pre-School, but owned by the parent committees of each school. The fees, policies and terms and conditions of each club are unique to each of their own settings as stipulated by the parent committee.***

**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**

**Information Sharing within Integrated Services for Adults: A Guide for Adult Service Users**



## 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.***

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	
	YES	NO	YES	NO
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

	Yes	No
Photographs		
Videos		

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.

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

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.

