

St. Mark's Nursery Class



Nursery Phone Number - 0141 634 4238

(Please choose option 3)

e-mail - gw16stmarksnursery1@glow.sch.uk

Follow us on Twitter - @Stmarksrutherg2

Nursery Handbook

Meet the Nursery Staff

All of roles and responsibilities of staff are located in the nursery cloakroom.

Mrs Gray

Nursery
Teacher



Mrs Mitchell

Early Years
Team Leader



Miss Sannachan

Early Years
Worker



Miss Dick

Early Years
Worker



Mrs Bordon

Early Years
Worker



Early Years
Worker

Welcome to St. Mark's Nursery Class, we hope that you and your child will have a happy and enjoyable time with us.

In St. Mark's Nursery Class we acknowledge that pre-school education is a crucial stage in a child's development and helps children learn as they play. A good quality pre-school experience builds on the valuable learning that takes place in and around the home, prepares children to start primary school and develops their learning and other essential skills which they will rely on in later life.

The aim of this handbook is to pass on information about the various policies and procedures that will help your child's placement run smoothly.

A newsletter will be given to your child (via their tray outside the class). There will also be information posted on the notice board also located outside the class. Please check the notice board often so you are up to date with the ongoing events in the nursery.

Yours sincerely

Mrs E O'Donnell

Head Teacher



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★ Faces you will see around the Nursery ★

★ Head Teacher - **Mrs E O'Donnell** ★

★ Early Years Team Leader - **Mrs G Mitchell** ★

★ Nursery Teacher - **Mrs P Gray** ★

★ Nursery Teacher - **Mrs M Redmond** ★

★ Early Years Worker - **Miss P Dick** ★

★ Early Years Worker- **Miss J Sannachan** ★

★ Early Years Worker- **Mrs J Bordon** ★

★ Early Years Worker - ★

★ During the year there will also be a number of students
★ around the nursery. They will be introduced to
★ parents/carers. ★

★ Nursery Sessions ★

★ The nursery can accommodate 30 children ages 3-5. ★

★ St Mark's Nursery Class began piloting the 1140hours in
★ August 2018 meaning our session times are as follows- ★

★ **Monday to Friday - 9am to 3pm** ★

★ **Children are required to be collected by 3pm each day.** ★

★ If for any reason parents/carers are running late please
★ contact a member of staff as soon as possible. ★

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Uniform / Nursery Clothing

Nursery uniforms are available for parents/carers to purchase. Please talk to a member of staff if you are interested in buying a nursery uniform.

You may want to invest in a uniform for your child for a number of reasons -

- Children are easy identifiable
- Children gain a sense of identity with each other and with St. Mark's Nursery. This is good practice for going to primary school.
- Uniforms are good quality, washable and good value for money.

If your child does not wear a uniform, we ask that they do not wear expensive or good clothing to nursery. Children are involved in a variety of experiences each day which may mean their clothing could get dirty.

Children wear aprons during messy and water play however this does not always protect them fully.

Change of Clothing



Please ensure that your child always has a change of clothing available at nursery. This can be kept on their coat-peg or in their tray.

Footwear



We ask that children come to nursery with a pair of soft shoes that they will change into when indoors, preferably with a rubber sole. We promote independence on a daily basis so it is handy if children wear shoes both indoor and outdoor that are either slip on or Velcro if they cannot yet tie their own laces.

Medical Conditions and Allergies



It is very important that staff is aware of any allergies or medical conditions your child may have. You may be required to fill out an additional medical form and leave medication to be administered to your child while they attend nursery.

Trays and Coat Pegs

Each child will have a coat peg and tray. They can keep their bag on their coat peg however please be mindful that another child may share the same peg with your child. All children will have an individual tray; this is where staff will put important letters and information as well as your children's artwork to take home. Please regularly check for letters

Nursery Fund



We ask that each family pays £2.50 per week for each child they have attending St Mark's Nursery Class. (50p per session.)

This money is used for a variety of things such as snack, parties, resources, trips etc.

Envelopes are provided out in the cloakroom. Place money into envelope; write your child's name on the front with amount paid. (Parents can choose how much to pay whether it be weekly, monthly etc) This is then posted into the box on the wall.

This money is monitored and counted on a weekly basis by staff. Staff will advise parents/carers if money is owed.

If you are unsure how much money you owe or have any questions, please see a member of staff.

Birthday Cakes



Your child may celebrate their birthday on a nursery day. On occasions we may not be able to accept birthday cakes in the nursery due to allergies. If you wish to bring in a birthday cake please talk to a member of staff to check if it can happen at that time. If a cake cannot be brought in we will still celebrate your child's birthday. We need to ensure children are safe and eliminate any risks where possible.

Parents/Carer's Meetings



A member of staff is on the door daily to welcome your child into the nursery room. If you have anything you wish to discuss with a staff member, please talk to who is on the door. If we are unable to have a meeting there and then a date will be arranged.

Throughout the academic year there are several opportunities for parents/carers to meet with staff to discuss your child's development and progress. If you have any concerns regarding your child before these meetings, please do not hesitate to discuss this with a member of staff.



St Mark's Nursery Class Daily Routine



Time	What we will be doing....
9:00 -9:15	Welcome children into playroom free flow (soft start)
9:15 -9:30	Small group time (What's on in the nursery today 10/15mins max)
9:30-11:40	Free Flow Play and adult led activities (including gym, outdoor play, snack, children's playroom prep)
11:40-12:00	Large Group Time All together singing, story, music & movement, relaxation etc... (hand washing/toileting for lunch)
12:00-12:30	Lunch
12:30-1:00	Outside time /extra gym hall time
1:00-2:15	Free flow and adult led activities
2.15-230	Small group time (10-15 max)
2.30-2.45	Tidy time then toothbrushing
2:45-3:00	Large Group Time All together singing, story, music & movement, relaxation etc...

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Outdoor Play/Learning

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Your child will have opportunities to participate in outdoor play/learning on a daily basis. We encourage the children to be as independent as possible putting on their own shoes and jacket.

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Please ensure that your child is dressed appropriately for all weathers.

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The nursery class has outdoor clothing such as jackets, trousers and boots for the children to use during the session if required. These are store in the playroom.

Children's Toys

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In St Mark's nursery class, we try to discourage children from bringing toys from home to nursery. It can be very upsetting if it gets lost or broken. Please talk to a member of staff if your child has a comforter that you feel they need. Otherwise please keep toys at home or in their tray in the cloakroom. Thank you.

Gym

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Children have the opportunity attend gym every week. Please ensure your child wears loose comfortable clothing while at nursery.

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Curriculum for Excellence

St. Mark's Nursery Class follows the guidelines set out by the Scottish Executive and South Lanarkshire Council. Our curriculum is designed to:

Encourage children to become:

- Successful Learners
- Confident Individuals,
- Responsible Citizens
- Effective Contributors.

This in turn allows us to:

- Celebrate the unique potential of every child.
- Acknowledge that the whole child grows and learns.
- Recognise that early childhood is a distinctive and valuable period of learning.
- Acknowledge that parents and family are integral to the child's life.

The curriculum is divided into 8 curricular areas these being:

1. Health and Wellbeing
2. Literacy and English
3. Numeracy and Mathematics
4. Social Studies
5. Sciences

6. Technologies

7. Expressive Arts

8. Religious and Moral Education.

In St. Mark's Nursery Class the children play an active and lead role in their own learning. Children are observed, listened to and then given choice of which topic they would like to learn about. During learning experiences they learn skills to prepare them for life experiences. The children's learning is displayed in floor books which parents can access and comment on. Language such as 'We are learning to.....' is used regularly with the children and reflected on both written and verbally. Children are consulted with regularly, regarding various aspect of the nursery environment and their learning as well as parents and carers.

Links with St. Mark's Primary School.



Throughout the year the nursery children are invited to join the pupils of the school for a variety of activities which include fun days, curricular assemblies, concerts, pantomimes and end of session celebrations. As well as being good practice the nursery children thoroughly enjoy seeing the children from "the big school"



How Can You Get Involved.....?

There are many ways you can become involved with your child's nursery experience.

- Attend parents meetings
- Contribute to suggestion box/comment book
- Attend workshops
- Attend curricular days hosted by Home School Partnership worker e.g. story sacks
- Read notice board regularly
- Attend shows/concerts, sports days etc.
- Become a parent helper (A disclosure requires to be filled out)
- Join the parents committee, please see staff for more info.

Agencies that work with the Nursery

There are a number of agencies that come to nursery to work with children and their families. A few of the agencies are:

- Speech and Language therapy
- Home School Partnership worker
- Learning Support Teacher
- Educational Psychologist
- Dental Nurse

.....and many more

If you would like any more information on any of the above agencies, please do not hesitate to ask a member of staff.



Home School Partnership Worker

Our nursery home school partnership worker is -

Charlotte Hamilton

Her contact details are 0141 630 2520 or 07795090963

Charlotte can provide support to children and families.

Please feel free to contact her if you would like information on courses such as first aid, computing, managing children's behaviour etc or just a general chat regarding your child or family.

Our Vision, Values and Aims

VISION

*St. Mark's Nursery is a place where we play,
have fun and learn together.*

We try our best and take time to look after one another.

VALUES

We will look after each other

We have good manners

We will work hard

We are kind

We are caring

We try our best

We don't give up

AIMS

We will look after each other so that everyone feels happy and safe

We will always try our best and we won't give up

*We will always be kind and friendly to others
so that we feel part of a group*





Children's Nursery Rules

- Looking Eyes
- Walking Feet
- We are kind to our friends
 - Kind Hands
 - Listening Ears
- Use Talking Voices
- Keep our room tidy

Staff promote these rules on a daily basis with the children.

We would appreciate if parents could also promote these rules at home.



Snack and Healthy Eating

In St. Mark's Nursery Class, we follow the 'Setting the table' guidelines produced by NHS Health Scotland. This guidance has been developed to help early year's childcare providers to meet Scottish Government National Care Standards. It highlights the importance of nutrition and the role that childcare providers have in shaping both current and future eating patterns in young children in Scotland. If you wish to see these guidelines please talk to a member of staff.

Each day Children are offered a healthy snack. This is a rolling snack where children have the choice when to access this. Staff encourage children to come to snack as it is also seen as a social event. Children are offered either milk or water. Water is on offer throughout the session. Please see our snack menu on next page.

Allergens

A list of allergens is located in the cloakroom. Parents/carers can see what snack children had each day and identify what allergens have been in this from the list. Please do not hesitate to discuss this with staff where they can confirm the allergens present in snack. Please find a list of allergens for your own record on the page after the snack menu.

St Mark's Nursery Class Snack Menu

Fruit & Vegetables

Breadsticks

Toast & Jam/Butter

Sandwiches – Ham & Jam

Wraps

Rice Cakes

Crackers

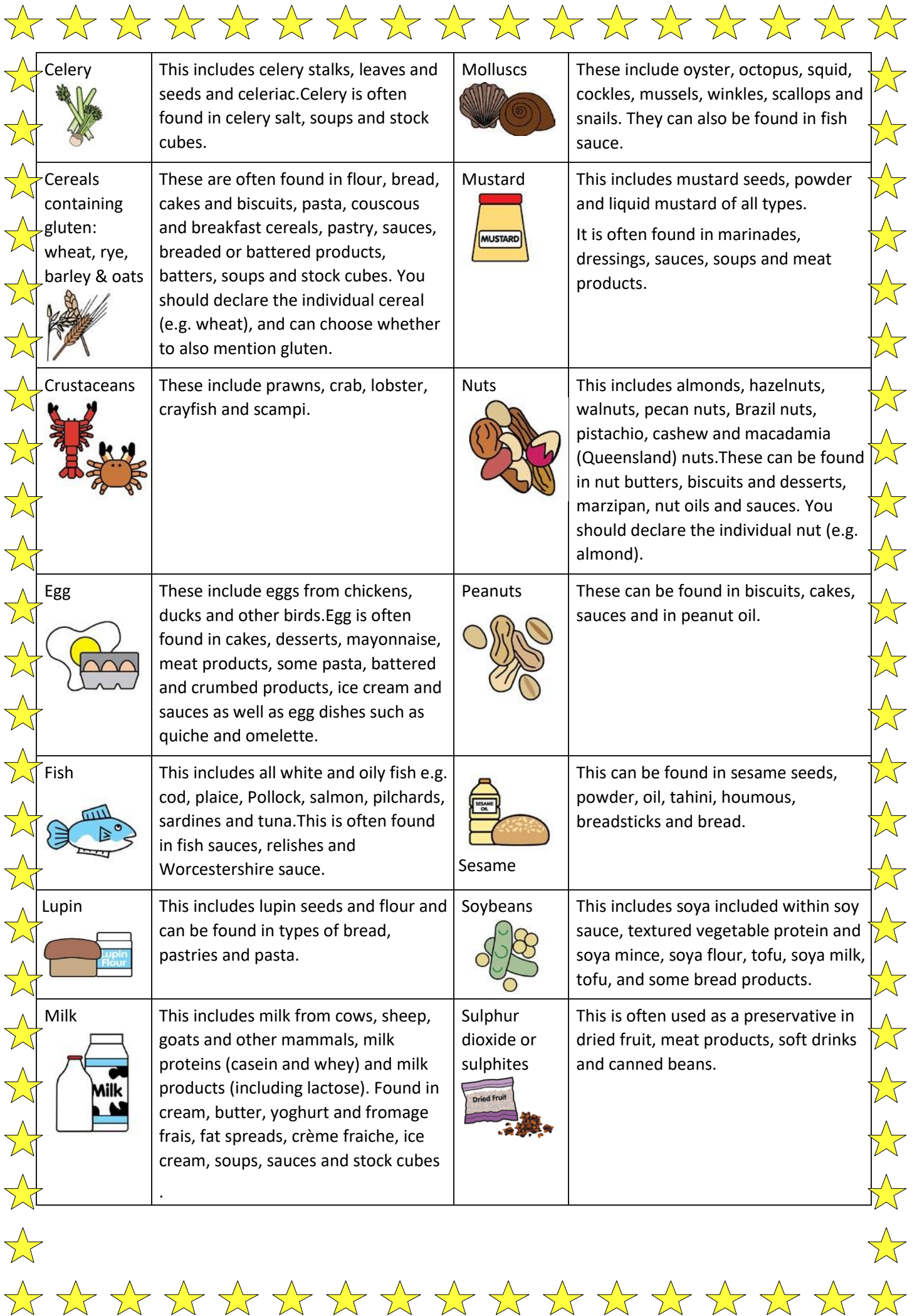
Soup





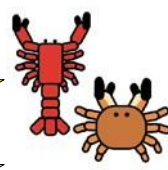

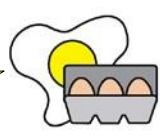

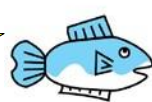

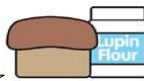



Pitta Bread

Melba toast

Rich Tea Biscuits





<p>Celery</p> 	<p>This includes celery stalks, leaves and seeds and celeriac. Celery is often found in celery salt, soups and stock cubes.</p>	<p>Molluscs</p> 	<p>These include oyster, octopus, squid, cockles, mussels, winkles, scallops and snails. They can also be found in fish sauce.</p>
<p>Cereals containing gluten: wheat, rye, barley & oats</p> 	<p>These are often found in flour, bread, cakes and biscuits, pasta, couscous and breakfast cereals, pastry, sauces, breaded or battered products, batters, soups and stock cubes. You should declare the individual cereal (e.g. wheat), and can choose whether to also mention gluten.</p>	<p>Mustard</p> 	<p>This includes mustard seeds, powder and liquid mustard of all types. It is often found in marinades, dressings, sauces, soups and meat products.</p>
<p>Crustaceans</p> 	<p>These include prawns, crab, lobster, crayfish and scampi.</p>	<p>Nuts</p> 	<p>This includes almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts. These can be found in nut butters, biscuits and desserts, marzipan, nut oils and sauces. You should declare the individual nut (e.g. almond).</p>
<p>Egg</p> 	<p>These include eggs from chickens, ducks and other birds. Egg is often found in cakes, desserts, mayonnaise, meat products, some pasta, battered and crumbed products, ice cream and sauces as well as egg dishes such as quiche and omelette.</p>	<p>Peanuts</p> 	<p>These can be found in biscuits, cakes, sauces and in peanut oil.</p>
<p>Fish</p> 	<p>This includes all white and oily fish e.g. cod, plaice, Pollock, salmon, pilchards, sardines and tuna. This is often found in fish sauces, relishes and Worcestershire sauce.</p>	<p>Sesame</p> 	<p>This can be found in sesame seeds, powder, oil, tahini, houmous, breadsticks and bread.</p>
<p>Lupin</p> 	<p>This includes lupin seeds and flour and can be found in types of bread, pastries and pasta.</p>	<p>Soybeans</p> 	<p>This includes soya included within soy sauce, textured vegetable protein and soya mince, soya flour, tofu, soya milk, tofu, and some bread products.</p>
<p>Milk</p> 	<p>This includes milk from cows, sheep, goats and other mammals, milk proteins (casein and whey) and milk products (including lactose). Found in cream, butter, yoghurt and fromage frais, fat spreads, crème fraiche, ice cream, soups, sauces and stock cubes</p>	<p>Sulphur dioxide or sulphites</p> 	<p>This is often used as a preservative in dried fruit, meat products, soft drinks and canned beans.</p>



Health and Safety

Your child's safety is very important to us. We ask parents to follow some rules which will help to keep your child safe while they are in nursery.

- Sign your child in and out on the registers each day
- Ensure a familiar adult picks up your child (over the age of 16)
- Inform staff of any address, phone number changes or change in circumstances
- Discourage your child from pressing the entry and exit buzzer
- Do not leave the cloak room until your child has entered the playroom
- Drive carefully in the car park and park in designated areas. Also be mindful of the disabled parking bays and zebra crossings
- If your child is going to be absent from nursery, please let a member of staff know.
- You may receive a phone call from nursery staff if your child has been absent and we do not know the reason why
- Children should not attend nursery for 48 hours after last episode of sickness and/or diarrhoea. This is guidelines from the NHS. (A full list of exclusions is available in the cloak room for parents to access)

Child Protection Information



St Mark's Primary School and Nursery Class follow the South Lanarkshire Child Protection Committee guidance to ensure all children are kept safe.

Child Protection Shared Vision

All children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment which their rights are respected.

All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

Any concerns regarding a child who attends St Mark's Primary School or Nursery Class should be discussed with **Mrs E O'Donnell (Head Teacher)** and appropriate action will be taken.

Please see a list of phone numbers in the cloakroom for other agencies you may wish to discuss Child Protection concerns with.

www.childprotectionsouthlanarkshire.org.uk

