



'Taking our first steps together'

PARENT'S HANDBOOK





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FOREWORD

“It is during our very earliest years and even pre-birth that a large part of the pattern for our future adult life is set. The early years are therefore a key opportunity to shape a Scotland of the future one that is smarter, healthier, safer and stronger

Giving children the best start in life

The Scottish Government calls it the ‘Early Years Collaborative’ and this pledge is to the people of Scotland, our families and children to make Scotland the best place in the world to grow up by improving outcomes and reducing inequalities – this is also our aim. ” *The Early Years Framework , The Scottish Government, Edinburgh 2008*

EXECUTIVE SUMMARY

At our Nursery we are committed to offering our families a service where every child matters. We aim to ensure that your child’s time spent with us is a seamless extension of home that allows all our children to develop to their full potential we aim to do this by:

- Putting quality at the heart of our service
- Ensuring our service meets the needs of our children and families
- Improving outcomes and children ‘s quality of life through play
- Working in partnership with our children and families



Our Facilities and Location

'Oban's First Steps' is a day nursery offering quality childcare we care from babies to 5 year olds, on a full day basis providing a nutritional balanced cooked lunch, breakfast and tea. First Steps was opened in 1999, by Mrs Ann Burke after sympathetic restoration and upgrading the former Victorian school has gone from strength to strength, creating a 'cornerstone' within the community.

Oban is a town that boasts the title 'Seafood Capital of Scotland' a lively harbour is dotted with fishing trawlers and ferries offering trips to surrounding islands such as Kerrera and Mull. Our staff and children take frequent walks within the community to visit the, woods, harbour and railway pier, Toy Library. We take part in local festivities and join other peer groups in healthy play.

We are registered with the **Scottish Care Inspectorate** to provide full day care for 43 children up to the age of 5 years. We are open from 8am to 6pm – Monday to Friday, throughout the year closing only over Easter Weekend, Christmas and New Year Holidays.

We are also a commissioned 'partner provider' with our local Education Authority to deliver 5 free sessions of 'Early Learning and Childcare' (**Elcc**) to 24 children, either morning or afternoon. These are **Government Funded** sessions and delivered **FREE** by the nursery. We deliver these **Elcc** sessions between the hours of 9am to 12.10pm and 1.30pm to 4.40pm, term time only - snacks can be an optional extra and we offer wrap around childcare either side of these sessions so children can spend a full day with us accessing all our wonderful facilities, such as our exciting garden and soft play area.

The nursery day-care is delivered from within our lovely clean, safe and secure environment we offer additional protection by a security entrance and CCTV system that covers our outside areas. Our marvellous staff are caring and qualified nursery practitioners who deliver a wonderful service under the guidance of a Management Team.

Babies we are registered for 9 babies from 3 months to 2 years old, these lovely rooms are bright and airy with free-play into a conservatory, this allows the natural light to flood into the room, the children can watch the changing seasons around them and with double doors it allows them to access the outside garden areas with ease. The other part of the playroom is used mainly for messy activities, play and exploration of which there are a lot. These areas allow the children to explore their senses in a safe and nurturing environment. We follow the guidance from pre-birth to 3 this highlights four key areas: responsiveness, respect, relationships and the rights of the child. More information on the routine is detailed in the room handbook.

Tweenie Room - 10 Tweenies' (2-3 years) This room is bright and clean and welcoming too with a separate toilet area accessed from within the room, it enhances play whilst it fosters and encourages independence in toileting and tooth brushing. With access to quiet and cosy areas within the book room for rest time along with access to toys to promote self choice. Activities are planned and offered supporting pre-birth to three and planning in line with current guidance.



Pre-school Room 24 children aged 3-5 years. Within this room the children are better at expressing their views and making individual choices and this is reflected in the routines of the room, such as self-registration and access to activities that help them to develop the skills for a seamless transition to school. This approach allows the staff to develop the children's interests and let them take the lead in their learning. They are offered more opportunities in line with Curriculum for Excellence. This area is well laid out offering the usual resources in a playroom from book corner to construction mat, a puppet theatre to a home corner. The bathroom facilities can be accessed from within the room encouraging and fostering independence and hygiene.

Planning - Each room has their own planning sheets for the activities they will do in a particular topic or theme, these are displayed on the room notice boards. We want to involve the children and you as parents in the topics and activities that are planned, we therefore, encourage you to talk to your children about their experiences at nursery and give feedback to help us plan activities that your child will enjoy, you can do this by using the sheets on the notice board or by speaking to one of the staff. We use a number of different methods to involve the children that are suited to their stage of development these are detailed in the room handbooks.

Outside play area -monitored by cctv

We have a lovely secure and enclosed playground area with brightly covered soft pour and an extensive supply of toys and resources within to enhance our active play in this area, along with a wooden Play House making it a safe and secure area to play, have fun and explore.

Our garden - monitored by cctv - this is a wonderful area it is where we grow our potatoes, vegetables and fruit, we have a small orchard of fruit trees in their infancy too. We offer a separate area for the younger children to play and in the warm weather it is furnished with parasols and soft play mats and activities. Plenty of open grass to play in and explore and a patio area for table games. Large tyre tractors for imaginative play, and a digging area with toy dumpers. The area is set out with age appropriate toys and activities.

We believe that children should be outside every day regardless of weather and therefore ask that you ensure that the appropriate clothing is provided at all times whatever the weather.

Car Park – we do provide a car park that is intended for dropping and collection of your children during the nursery working day. We urge parents to drive in carefully and park with consideration to other users and the children entering and exiting the premises from parent's cars.

Over to you

We view parents as partners in their child's learning and try to involve you as much as possible. We use daily diaries and electronic e-journals to record your child's learning and involve you in their experience so you can be part of their learning journey, we value feedback and encourage and foster parent participation. Notice boards are updated regularly and list planning and activities in



each room. We have a Parents Area in the entrance and display our policies & procedures, care inspection report and registration and insurance certificate, our Annual Progress and Impact Report and Improvement Plan. A comments box is also in place and often we will display a document for parents comments prior to review. We operate an open door policy and welcome parents in for a chat with Management or key workers at any time whenever possible.

We believe that the first steps your child takes will be the building blocks and very foundation of all future learning and we aim to support and promote this in every way. We work with all the recommended curriculum guidance to ensure that you as parents and us as providers are able to understand and contribute as partners in the learning journey for your child's education.

Before your child starts with us you may have a home or nursery visit should you wish in which to discuss your child's individual needs and provide an opportunity to meet the staff and view our provision. At this point we will issue you with a handbook on the specific room your child will be placed in. The booklet should help you to understand the routine of that room and the type of activities being carried out in it, as the children move through the unit new books age appropriate will be issued.

Meals

We provide a rolling breakfast/snack for the children followed by a hot cooked lunch and an afternoon snack. All of the food is prepared by our in house cook and is nutritionally balanced to ensure that we provide a healthy diet for our children and following the 'Setting the Table Guidance' currently available to us. Menus are included in the Welcome Pack, which you will receive from nursery.

Registration and fees

Please contact the nursery for registration information updated information on current policies and procedures and any other queries or questions you may have we are always happy to help.

Email us at manager.firststeps@yahoo.co.uk