



Laurieston Day Nursery

Handbook 2024/2025



Harris Playroom



Iona Playroom



Skye Playroom

A very warm welcome to Laurieston Day Nursery

This Handbook is intended to help you become familiar with the policies, practice and procedures in place at Laurieston Day Nursery.

These policies are available in the Policy Folder in the main office.

At Laurieston Day Nursery we have an open-door policy and if you have any further questions or queries then do not hesitate to speak to any of the SLT team who will be happy to answer any questions.

Kindest regards,
Julie Leonard
Acting Head of Nursery

General Information

Laurieston Day Nursery
310 Cumberland Street
Glasgow
G5 0SS

Phone: 0141 429 2480

Email: Headteacher@laurieston-nursery.glasgow.sch.uk

www.laurieston-nursery.glasgow.sch.uk

SCSWIS (Care Inspectorate) Registration Number: **CS2006125288**

Our Vision

To be a happy, exciting and diverse place to learn; a place where all children are valued and loved; a place that strives for excellence.

Our Values

**Nurture Professional Love Relationships Respect Inclusion
Diversity Family and Community**

- We value each child as an individual and also as part of a family and community.
- Warm, responsive relationships create a positive climate for achievement.
- The health and wellbeing of our children is central to our nurture and attachment led pedagogy.
- Children's rights and children's voice underpins all that we do (UNCRC).
- We celebrate learning through play and time for children to investigate, create, develop and revisit their learning at their own pace.
- We celebrate the diverseness of our community and are committed to inclusion and inclusive practice.

Our Aims

- **We aim** to be advocates of children and childhoods, safeguarding and celebrating the importance of early years as a crucial stage in its own right. Children's rights and children's voice will underpin all that we do within our diverse and inclusive service (UNCRC).
- **We aim** to strive for excellence to provide a sector leading early learning and childcare environment that meets the holistic needs and aspirations of our very young children, families, community, and local and national priorities.
- **We aim** to have the highest expectations for all children ensuring barriers to attainment and wellbeing are supported fully by a service that understands and promotes equality and equity to narrow the gap of disadvantage.
- **We aim** to provide meaningful learning that is grounded in nurturing practice, is developmentally appropriate, differentiated, connected, exciting and relevant to children's experiences and interests.
- **We aim** to work towards a free flow indoor/outdoor setting where children have choice to access high quality learning and teaching both indoors and out.
- **We aim** to develop our team ensuring all educators are well supported, enthusiastic, reflective and highly motivated with high standards of professionalism and pedagogical knowledge underpinning practice.
- **We aim** to involve families in every step of their child's learning journey, genuinely respecting and embracing the skills and attributes of parents and the importance of home as the first and most important learning environment. We will strive to develop flexible and innovative family engagement opportunities that will be shaped by the needs of our families and takes account of changing Covid related restrictions.

Staff Team

The Leadership and Child Protection Co-Ordination Team

- Head of Nursery Acting/
Child Protection Co-Ordinator Julie
- Depute Head of Nursery Acting/
Depute Child Protection Co-Ordinator Natalie
- Team leader Acting/
Child Protection Support Co-Ordinator Michelle

Child Development Officers

Harris Playroom

- Laura
- Lesley
- Louise
- Catherine
- Dee

Iona Playroom

- Fiona
- Leonie
- Sarah
- Shazia
- Shamila

Skye Playroom

- Dolina
- Aqsa
- Barbara
- Lynne

Support for Learning Workers

- Elisha
- Laura
- Rose

Admin

- Robyn
- Lesley

Janitor/Cleaning

- Jack
- Gail

Kitchen

- Kay

Child Protection

It is vital that staff are aware of Management Circular 57 – Child Protection Procedures. Any child protection concerns should be brought to the attention of the Child Protection Co-Ordination Team led by the Child Protection Co-Ordinator (Margaret) and in her absence the Depute Child Protection Co-Ordinator (Julie) or Child Protection Support Co-Ordinator (Natalie) (See Child Protection Policy 'Child Safety & Welfare' for further guidance).

Communication

Communication with our children is based on nurture and respect and tailored to meet the developmental needs of children. At Laurieston Day Nursery, children are supported to manage their emotions through respectful and skilled interactions and a knowledge of children's developmental stages. Children are not given 'time out or thinking time' as a strategy nor are sharp tones and raised voices used to address 'behaviour'. Children's information or family circumstances should not be discussed within the playroom or indeed in the presence of the child. Please be mindful of the language that is used with and around young children. Interactions and communication should be high quality with adults modelling good language structure.

Confidentiality & Data Protection

All information discussed in nursery should be treated as confidential. Glasgow City Council has a policy on Data Protection. Make sure you are familiar with this policy.

<http://connect.glasgow.gov.uk/NR/rdonlyres/07545C41-56D8-43CF-B5FF-49FOD442C7AC/O/SocialMediaGuideV10June2011.pdf>

Medical Needs

Please inform Julie (Depute Head of Nursery and First Aider) if you have a medical condition that requires medication to be kept on site. This should be discussed at your initial induction or as soon as your health care needs change. Medication will be stored appropriately with medication forms completed. In some circumstances you may also require a risk assessment.

Lunch and Snack time

Snack and lunch time are social, relaxed occasions where children are encouraged to enjoy the experience with key adults and peers, engaging in conversations and sharing stories. As part of the 1140 hours expansion all children 3 and 4 years and some 2year olds will be entitled to a lunch. Currently at Laurieston we have two lunch sittings in playroom Iona and Harris and one lunch sitting in playroom Skye. Staff are encouraged to share meals with the children whilst supporting quality interactions. Movement between this space and adult conversation with other adults should be minimised with a focus on quality interactions with children.

N.B. No food that is prepared out with the nursery should be given to children i.e. parent prepared unless cleared by SLT (children with allergies, etc)

All staff must thoroughly wash their hands with liquid soap & warm water for 20 seconds prior to handling food.

Prior to lunch, children are supported to handwash for 20 seconds. Staff should supervise this and again after lunch. We have specific members of our team employed to support the children's lunch cover and all staff will offer additional support at lunch time dependant on their shift pattern.

Nursery Calendar

Laurieston Day Nursery

Holidays Dates 2024/25

In-Service Days All children	Monday 12 th August and Tuesday 13 th August 2024
Children Return All children	Wednesday 14 th August 2024
September Weekend All children	Friday 27 th September and Monday 30 th September 2024
In-Service Day All children	Friday 11 th October 2024
Mid Term Holiday (Oct Holidays) Term Time Children	Monday 14 th October to Friday 18 th October 2024 (inclusive)
Christmas/New Year Holidays Term Time Children	Monday 23 rd to Friday 3 rd January 2025 (inclusive)
All children 2025 (inclusive)	Wednesday 25 th December 2025 to Thursday 2 nd January
Mid Term/Local Holiday Term Time Children	Monday 17 th and Tuesday 18 th February 2025
In-Service Day All children	Wednesday 19 th February 2025
Spring Break (Easter Holidays) Term Time Children	Monday 7 th to Monday 21 st April 2025 (inclusive)
All children 2025	Friday 18 th April and Monday 21 st April
May Day Holiday All children	Monday 5 th May 2025
May Weekend All children	Thursday 22 nd to Monday 26 th May 2025 (inclusive)
Summer Holidays (inclusive) Term Time Children	Thursday 26 th June to Wednesday 13 th August 2025
Fair Monday All Children	Monday 14 th July 2025

