



# Welcome Pack

Edgehill, Kemnay Road,  
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# Introduction

Welcome to Edgehill Kids Centre. We would like to take this opportunity to thank you for considering our facility when making the important decision on childcare for your young ones.

All the team would like to highlight our main focus here at Edgehill in providing an environment which is happy, stimulating, creative and most importantly warm and welcoming.

## **Edgehill**

Our premises was converted from a cottage with approximately 2500m<sup>2</sup> of land and enjoys a pleasant location on the outskirts of Inverurie benefiting from lovely views over Port Elphinstone towards Kinkell and the countryside beyond.

It is within easy reach of central Inverurie town and surrounding areas offering easy access from the main A96 road while still offering a degree of isolation associated with a rural setting.

Children are separated into rooms according to their age and development needs. There are indoor and outdoor play areas, facilities for sand and water play, creative activities, concentrated one-on-one activity and rest areas. The equipment available was carefully chosen to be suitable for the children's age and stage of development.

Our indoor and outdoor areas are created to care for all levels of confidence; from children who want to play quietly to those who have boundless levels of energy.

Registered for a maximum of 45 children, from birth to five year olds, we also would like to promote our before and after school club. The nursery will accommodate all areas of the curriculum, making sure the children have the opportunity of physical, messy and free play. We also have a quiet room based on the ground floor, where the children can take the opportunity to rest or sleep.

## **Nursery Focus**

Our aims and objectives are to provide care and service for children with a safe, secure, happy, healthy and stimulating environment and to encourage them to develop their creativity, individuality, and self-confidence in secure surroundings, led by fully trained staff who have a real rapport with children in their care.

We would like to create a welcoming atmosphere with a sense of belonging when any child is away from their parents and also to ensure that all the children feel happy and relaxed and are encouraged to feel confident in cooperating and developing good relationships with the adults caring for them and with the other children in the group.

## **The nursery is divided into 4 main groups:-**

Children aged 0 - 2 (Little rabbits)

Children aged 2 – 3 (Bouncing tigers)

Children aged 3 - 5 (Growing cubs)

Out of School 6 – 12 (Cheeky Monkeys)

## **Opening hours**

*Monday to Friday 7.30am – 6.00pm*

*Morning session 7:30 – 12:30*

*Afternoon session 12:30 – 6:00*

## **Staff**

All staff undergo enhanced disclosure or PVG checks which will be revised every 3 years and are registered with the Scottish Social Services Council (SSSC). Our safe recruitment policies are covered under our child protection policies.

All staff are fully qualified or working towards qualifications.

The staff's qualifications will be shown on our notice board located by the office.

## **Ratios**

The ratio in each area will be a minimum of:-

- ❖ 0-2 years = 1:3
- ❖ 2-3 years = 1:5
- ❖ 3 and over = 1:8

This is in relation to our registration with the Scottish Care Commission and all regulations contained therein. Ages and ratios in each area may vary depending on needs but will remain within the rules set out in our Registration Document.

## Suitability of Accommodation / Premises

### **Little rabbits (0 - 2 years old)**

Divided into two play rooms which are located on the ground floor, our rooms have pleasant views over the garden towards the open countryside beyond and over the front and side gardens.

These rooms provide us with a safe, secure and warm environment. It's self-contained and inclusive of its own baby changing area and large play areas.

Our babies receive constant supervision and everything they need to make sure they feel safe and sound.

The children will have access to a variety of toys and equipment; this will be enhanced to cover all areas of the 'Pre birth to three' documents which are:

- Respect
- Relationships
- Responsive care

All children will have the opportunity to join in physical and messy play, as well as participating in art and crafts.

The children will get the opportunity to go outside or go for walks twice a day (weather permitting).

### **Bouncing tigers (age 2 to under 3s)**

Located on the first floor this exceptionally large room makes an ideal playroom for children aged 2-3 years. There is plenty of room to move around and to put out any range of toys, gymnastic equipment etc.

The play area is designed to offer flexibility in providing a wide range of activities where we can witness each child's growing independence, curiosity and intelligence.

As a child's steps get more sure-footed and their confidence grows, play gets slightly more adventurous.

With our toddlers, some of our time will be spent on more structured activities which we encourage and are designed to feed everyone's curiosity about the world around them.

The children will also follow the 'Pre Birth to Three' document.

Daily activities will include singing, stories, dancing/physical play, group time plus arts & crafts.

All the children will be encouraged to learn and share good manners which will be put in place by all staff. This gives the children the opportunity to learn about and follow rules.

## **Growing cubs (3-5 years)**

Located on the first floor, this room is also very spacious.

This is where we will prepare the children for entering school. We strive to produce a good balance between structured and free play activities. We want to encourage learning through feeding their curiosity and responding to their increasing confidence. Our days are carefully planned with the "Curriculum of Excellence" for children 3 to 5 in mind.

Children at this stage will also be introduced to numbers, letters, colours, shapes and I.T skills, which will help them when they go to school. This will also help their ability to use fine and gross motor skills.

Here the children will focus on the Curriculum for Excellence Areas, which are:-

- Expressive Arts
- Health and Wellbeing
- Languages
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies
- Literacy and Numeracy

All the children will be able to learn new skills through these areas. Self-confidence and self esteem will be encouraged when the children are following their daily routine. It will also help your children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors as they grow.

There will also be a role play corner for the children to use at any time and with the staff they will discuss what they would like to make their corner into.

A variety of arts and craft, messy play and physical play will be available throughout the day, as well as access to the garden on a regular basis.

Children will also have the opportunity to participate in singing, stories, dancing/movement and group time.

**Play is the most important part in children's learning.**

## **Cheeky monkeys - Out of school club**

Before and After School Centre open for a breakfast club giving parents time to drop their children off and still make it to work on time, and close early evening allowing parents to work a full day.

There are lots of activities for the children to enjoy.

Children are accompanied to and from local schools, ensuring that children get to school and back again safely and on time. Children can attend either before school, after school or both, depending on their requirements.

## **Clothing**

All parents are asked to keep a change of clothes in each child's bag as accidents can happen. The children will be provided with suitable clothing for doing art and crafts and messy play. We ask that the children have indoor and outdoor footwear as this helps stop the spread of infection.

As there will be a number of children in the nursery we ask that the children's clothing are **clearly labelled** to ensure your child's clothing is not lost or mixed up. We also ask that you provide sun cream and a hat, wellies and a waterproof jacket, when necessary.

## **Sleeping Room**

Separated from play areas, our sleeping room will offer a quiet and cosy environment for the children who need a good rest or sleeping time.

The room is equipped with baby cots and sleeping areas for children over 2.

## **Toilets**

Separate staff toilet, unisex/ disabled, and children's toilets including baby changing unit facilities are available on the ground floor. Children's toilets are also available on the first floor. All toilets have controlled water temperature for the wash hand basins.

## **Dining room**

Separate dining room is located beside the main kitchen. This room will be used to serve meals for breakfast, snacks and lunch time.

We aim to provide the highest standard of hygiene. To discourage the spread of bacteria, food will not be permitted in any of the other rooms.

The children sit with members of staff in small groups including babies in high chairs. Here the children will be taught basic table manners and how to use a knife and fork in the correct manner.

## **Kitchen**

We have a fully fitted kitchen to enable us to provide nutritious food (in accordance with the government's food and nutrition standards) with all the food being freshly cooked at that day.

## **Meals and Snacks**

Big Breakfast (breakfast and morning snack) will be served at 8.30am to 9.30 am.

All snacks will be provided with milk/water and a selection of fresh fruit. Lunches will be advertised and staff should be aware of any allergies or dislikes so we can arrange an alternative for your child. All lunches and snacks will be based on the ethos of healthy eating therefore we will follow the nutritional guidelines put in place by the Scottish Executive. Lunch will be served between 11.30 am and 12.30 pm.

### **Children's workshop**

This room is designed to offer flexibility in providing a wide range of activities.

To encourage the children to explore their surroundings, indulge in messy play and develop socially.

Some outdoor activities such as physical play, water and sand play, wet painting will be available in this room.

### **Garden**

A beautifully landscaped garden which offers a high degree of privacy, shelter and security and natural outdoor play area with several mature trees designed to feed everyone's curiosity about the world around them.

## Holidays and Invoices

Everyone is entitled to two weeks un-paid flexible holidays. You will also receive two weeks off over the Christmas period. The manager must be notified of any holidays at least one month in advance. Your 2 weeks un-paid flexible holidays are earned throughout the year on a **prorata** basis running from April to March.

All invoices must be paid one month in advance and are calculated on a 50 week year.  
(Sessions per week X cost per session) X 50 / 12 = monthly invoice

Please ask if you are unsure about these arrangements.

## Notice for changes of attendance or termination of contract

If for any circumstance you need to change your child's attendance or terminate your contract with us, **written notice of 4 weeks must be given.**

## Illness

Please refer to our NHS Guideline policy. A copy is provided on the notice board at the front door.

It is the **parents responsibility** to inform the nursery when their child becomes ill in order to minimise the spread of communicable infection.

## Complaints

All complaints should go straight to the nursery manager to be dealt with promptly. All complaints will be noted and dated and kept on file. In the managers absence all complaints should go to the nursery supervisor.

## Ethos

Here at Edgehill we aim to make each family feel valued and welcomed. Making sure each child is treated individually and fairly. Nursery can be a daunting thought for both child and carer so we try to create a comfortable atmosphere for all.

Pre-start visits will be arranged between parent and manager where parents can attend with their child. Staff training is encouraged at Edgehill, so all staff will be asked to attend courses in the evenings and at weekends if necessary

All staff will work with parents/carers to make sure they are receiving the best care for their child, working in line with parents is crucial as we learn that little bit extra about your child.