



Sunflower

Private Nursery

Sowing the seeds of your child's future



Play is the work of a young child. it is their attempt at understanding, organising and practising living.

Play involves children of all ages in freely chosen activities which develop their skills and allows them to understand and develop their character and potential.





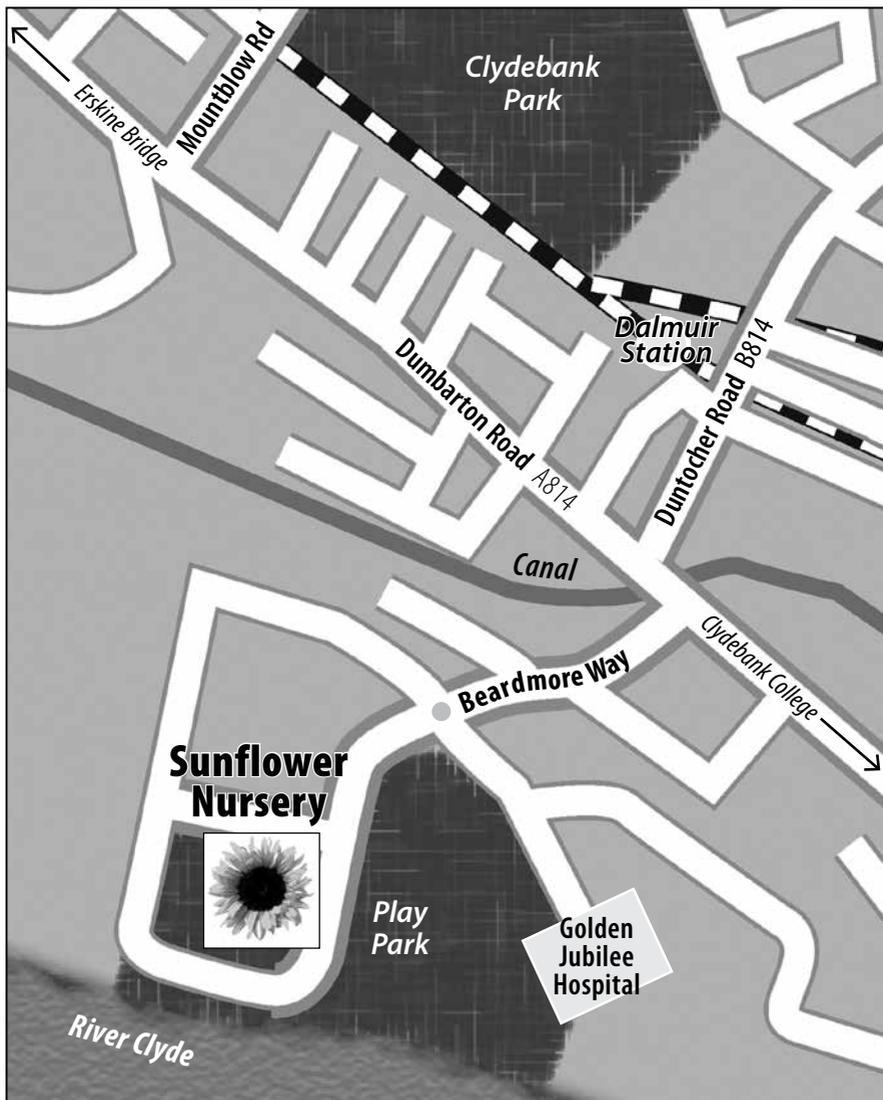
Sunflower

Private Nursery
Information handbook

Pre-school education provider
HMIE Approved Centre
Local Authority Partner



24 - 26 Beardmore Way
Clydebank Industrial Estate, Clydebank G81 4HT
Tel: 0141 952 4415
Email: lisa.sunflower@btconnect.com
www.sunflowernursery.co.uk



Location

The nursery is centrally located in the Dalmuir area of Clydebank opposite the Golden Jubilee Hospital. We are a 5 minute drive from West College Scotland, Clydebank Campus, Glasgow and Old Kilpatrick. Erskine is a 10 minute drive.

Parking

There is adequate parking in front of the nursery. Parking is not restricted to dropping off and picking up.



About the nursery

Sunflower Nursery is a converted one-level industrial unit which has been architecturally designed and wonderfully decorated. The nursery has fenced in outdoor garden areas and decking. There is also a children's playpark opposite the nursery.

The nursery has installed a hi tech secured door entry system and CCTV both indoors and outdoors for your complete peace of mind.

The children's play area is open plan and have been designed in a way which allows children to explore, experiment and to move freely within the nursery in full view of staff at all times.

Within the nursery there is a three room layout with designated baby, toddler and two to five areas.

There are two big garden areas fully equipped with outdoor play materials, decked spaces and an all-weather lawn.

Sunflower Nursery is open 52 weeks of the year, from 7.30 am to 6.00 pm Monday to Friday. The nursery is closed Christmas Day, Boxing Day, 1st and 2nd January and Easter Monday. We are open for all other bank holidays. Fees are payable all year round.



About the staff

Sunflower Nursery has been operating in West Dunbartonshire for over 20 years. The nursery is owned by Lisa Girasoli and Anne Latimer, both qualified nursery practitioners and directors of Sunflower with 25 years experience in childcare and education. Lisa and Anne are based at the nursery and are actively involved on a daily basis.

Managing the nursery is Susannah Turnbull who has a BA Early Childhood Practice and has 18 years experience in childcare and education.

Sunflower staff are fully qualified Nursery Practitioners or trained assistants working towards SVQ3. They are efficient, friendly and caring and always have time to speak to parents.

Staff are kept up to date with curriculum, policies, legislation and initiatives through in-service training with West Dunbartonshire Council, outside agencies and in-house training.

Staff/child ratios are set in accordance with the '*National Care Standards*' and the Care Inspectorate. All staff are fully vetted including a full PVG check and registered with the Scottish Social Services Council.

Values and Vision

Our values relate to the way all people in our centre treat each other and what they aim to achieve for themselves, each other, the centre and for society as a whole.

We value

- Honesty, trust and integrity.
- Equal opportunities in a safe, secure, caring environment where everyone is welcome and the rights of the children, staff and parents are valued and respected equally.
- A stimulating and challenging environment that promotes the learning and development of the whole child and where children's achievements are celebrated and praised and positive behaviour is promoted.
- Our key worker system which promotes continuity, relationship building and a familiar point of contact for parents.
- The commitment of management and staff to continual learning and development along with a positive approach to new initiatives and strategies.
- The partnership of our parents which is valuable and beneficial to the life of the nursery and their children's learning.
- Working in partnership with the local authority, local primary schools and other childcare centres and agencies.
- Following best practice as indicated by the *National Care Standards, Child at the Centre 2*, SSSC codes of practice and in accordance with the UNCRC.

Vision

- To become a centre of excellence where the principles of *A Curriculum for Excellence* and *Pre-Birth to Three* are clearly embedded and where a shared ownership between children, parents and staff ensures high quality learning and teaching.

- To apply the GIRFEC (*Getting It Right for Every Child*) approach to enable each child to become a Confident Individual, Effective Contributor, Responsible Citizen and Successful Learner
- To work together with parents, children and staff to ensure continued progress and involvement through self evaluation of our provision.
- To value all staff highly and ensure that each staff member continues to develop their professional skills and knowledge .
- Motivate and support staff in their learning and development.
- Skilled experienced staff will in turn enable children to reach their full potential through achieving successful learning outcomes by exploring, investigating and discovering skills for life.
- To continually assess the guidance available from all sources – particularly government departments and have best practice in all areas.
- We will maintain our green flag status with an ethos that reflects the Eco codes.

Child protection

Sunflower Nursery are currently working in line with the '*Rights Respecting Nursery*' philosophy. This will involve supporting all children and adults to understand their rights and responsibilities both within the nursery and the wider community.

Non denominational

The nursery is non denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Equal opportunities

Our service reflects equal opportunities, anti-racist, anti-sexist, and a multicultural ethos.

Complaints

The complaints policy and procedure are displayed in the nursery.

Practicalities

Application procedure

Children may have their name placed on the waiting list. Places for full or part-time will be allocated on a first-come, first-served basis, depending on vacancies at the time.

Register of applicants

The head of the nursery will keep a register of all children and the information entered on the application will remain confidential.

Attendance

Where possible children should attend nursery on a regular basis. If a child is going to be absent parents are requested to inform the nursery. Should a parent decide to permanently remove their child from the nursery they should inform the nursery as soon as possible and give four weeks written notice to enable the vacancy to be filled.

Arrival and collection of children

It is expected that a responsible adult over the age of sixteen will bring the child to and from nursery. In the interest of child's safety parents have to inform the nursery if the child has to be collected by someone else; this avoids difficult situations when a child cannot be allowed to leave the nursery with someone who is a stranger to the staff.

Emergency contacts

Parents whose children attend the nursery are asked to provide the nursery with names, addresses and telephone numbers of 2 contact persons in case of emergency.

Suitable clothing

Outdoor play is encouraged all year round and it is important that children are brought to nursery with suitable outdoor clothing to compliment the weather. Many of the activities the children are involved in are messy. We will always try to ensure that they wear aprons, but accidents do happen. Please dress your child in appropriate clothing and provide a change. Please label your child's clothes as the nursery does not accept liability for lost or damaged items.

Snacks and promotion of healthy eating

The nursery follows guidelines from the Food Standards Agency and NHS Scotland when creating healthy snack menus in partnership with parents and children.

For lunch times parents can choose to either provide their own packed lunch or opt to purchase a nursery hot lunch on a daily basis. Hot lunches are catered for by a reputable outside caterer.

Parents are encouraged to follow nursery policy and provide healthy packed lunches.

All food products received by children are rigorously checked for allergens and information is displayed for parents.

We are a 'Smile' nursery in conjunction with West Dunbartonshire where children are encouraged to brush their teeth daily, with parent's permission.

No smoking policy

No smoking is permitted in any part of the nursery or surrounding perimeter including the car park by staff, parents or visitors.



Fees, vouchers and tax credits

A deposit of £100 will be charged upon booking a place at the nursery. This will be deducted from your last month's fees providing four weeks written notice is given.

Fees are due on the 28th of each month

Parents will be invoiced in advance. Fees are payable by cash, cheque, card or child care vouchers.

Please note that fees must be paid on time or you run the risk of your child care place being suspended. You will not be allowed to enter a new month with any outstanding fees.

Partnership Nursery

Sunflower Nursery works in partnership with West Dunbartonshire Council and provides subsidised places from age 2.

Child care vouchers

We accept all child care vouchers.

Tax credits

Child tax credits offer additional support for families with children.

Working tax credits offer financial support to low income families. Both credits are paid directly to the main carer.

Babies

Sunflower Nursery's environment for babies is welcoming, warm, safe and secure - with staff who understand the needs of each child and are able to offer stimulating play through each stage of your child's development.

Early years are crucial in helping a child gain self confidence through a secure relationship with understanding and interested adults. Language develops through a wide variety of sensory and perceptual experiences- in conversation, listening to and observing the world around them.

Play and learning experience

Children's curiosity and interests are aroused by playing with sensory materials which offer opportunities to compare and categorise, thus encouraging them to communicate with others.

The nursery follows *Pre-Birth to Three* guidelines in line with Scottish Government, with training and formats from West Dunbartonshire Council to support children's learning.

Your child's body will become more co-ordinated through a wide range of physical activities, with some of these including movement to music, small construction and sensory equipment.

Children have access to their own garden for daily fresh air, exercise and to develop a sense of wonder about the world. Children are also taken on walks in the local community - library and parks being favourites.

Your child will be involved in a variety of experiences with sand, water, play dough and arts and crafts.

A monthly focus for learning and development is on display on the parents' notice board. A daily diary for each child's feeding, changing, and sleep pattern is passed on to parents for comments and advice.

Personal profiles are built regarding your child with input from parents, keyworkers and children and are available at all times to parents.

Home learning further develops links with nursery and allows you to discover with your child.





Sunshine Room (Toddlers)

It's all about discovering, exploring and investigating.

Young children will have access to a wide range of outdoor experiences to encourage a feeling of health and well being and develop their sense of curiosity leading to a wish to explore and investigate the world around them.

Keyworkers will encourage your child to join in with music, dance, songs, stories and dramatic play. These experiences will help your child to develop skills such as self expression, imagination, communication, co-ordination, and memory,

Children enjoy and learn lots of important skills when they are allowed time to explore and investigate. Painting, drawing, modelling and collage activities help children learn about colour and texture. Children also learn about making choices when selecting materials and feel a sense of achievement in their work. Every child is different and therefore has individual learning styles and needs which staff will take account of when providing learning experiences.

The nursery follows *Pre-Birth to Three* guidelines in line with Scottish Government, with training and formats from West Dunbartonshire Council to support children's learning.



Rainbow Room

We want to enable your child to reach her/his full potential, be a confident individual, effective contributor, successful learner and responsible citizen. Children learn through play. We provide a wide variety of relevant, stimulating play experiences creating valuable learning opportunities.

Throughout the nursery all learning experiences both indoors and out are developed by skilled keyworkers in partnership with children and parents to encourage all children to develop and learn through *Curriculum for Excellence* at a stage and pace that is relevant to their needs. They will be involved in creative play, music, drama, arts and crafts, baking, poetry and storytelling. Children will also be involved in project work, science experiences and ICT.

Pre-school children will be supported by their key worker and our Early Stages teacher further developing their literacy, numeracy and health and well-being skills as they prepare for their transition to primary school.

Progress reports updating your child's learning story are issued regularly and parents' meetings can be arranged at any time over and above our bi-annual parent meeting events.

'Learning Through Play

To deny or restrict play opportunity implies the denial and restriction of an essential preparation for the complex strenuous and demanding life of an adult in modern society.

It is therefore important that a wide range of activities be available to meet the demands of children with differing needs and at different developmental stages.' Anon

Curriculum for Excellence

The most stimulating and exciting physical equipment for the young early-years play experiences provide breadth and depth of learning across the curriculum and build on the skills and knowledge that your child already has.

Our morning welcome time provides an opportunity for key workers and their children to get together, exchange information, news and ideas. It is a time for them to plan the day and look at the learning ahead. Children choose their helper for the day, discuss the calendar and the weather along with who is at nursery today. This time allows children to express their thoughts and make decisions over a wide variety of subjects.

Children take part in a daily meditation time which allows them time for quiet reflection and guided meditation.

Home learning links, extends and gives breadth and depth to children's learning experiences by involving parents, carers and family.

Below are a few examples of experiences that your child will have the opportunity to be involved in.

Numeracy

The daily routines encourage familiarity with number from time to information handling experiences develop children's essential skills and understanding of processes such as sorting, matching, identifying and using numbers for their correct purpose within the world around them.

Creative 3D modelling or building with construction encourages children to measure, design, problem solve, record and understand concepts. Through expressive art children work with mixing colour, shape and pattern.

Role play with shops provides opportunity for developing a sense of money. Investigating and exploring outdoors, gardening, problem solving, baking, games, songs, stories and rhymes are just a few of the ways in which children have the opportunity to explore numeracy.

Literacy

Children begin to communicate from a very early age and it is our role to encourage and develop those skills through daily active learning experiences that allow children to explore language in all its forms.

Storytelling, rhymes and songs encourage listening and talking along with providing new language and opportunity for discussion. Children will be encouraged to explore both fiction and non fiction books by themselves as well as having an adult read to them.

Through role play and building children are able to recreate familiar situations using both familiar and new language as well as develop purposeful communication skills with their peers which in turn leads to problem solving, cooperation and confident individuals.

Opportunities for mark making and writing are available throughout the room and children are encouraged to plan, make lists, record events, tell stories using a variety of materials including the SMART board, computers, clip board, jotters, chalk boards etc.

Health and wellbeing

Learning about health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.

Children will have the opportunities to take part in experiences which promote healthy minds and healthy bodies. Every day routines include hand washing, teeth brushing and healthy eating.

Children's work and achievements are celebrated by staff peers and parents and their ideas, thoughts and feelings are respected, heard and responded to in a positive way.

Physical play, both indoors and out, promotes balance and coordination, team work, problem solving, positive social behaviour as well as fresh air and exercise. Children regularly risk assess their environment and resources and understand how to keep themselves safe.

Outdoors is an equally important learning environment to the playrooms and children have the opportunity daily to spend time learning in an outdoors environment.

Children have a chance to sleep and rest when needed throughout the day.

Expressive Arts, Religious and Moral Education, Sciences, Social Studies, Technologies

Imagination is key. Children need to be able to express their thoughts and feelings in different ways.

Children have opportunity to design and make in all areas such as den building, 3D modelling, story writing, drawing, painting etc.

Children experience a sense of satisfaction and pride in their achievements and will be encouraged to assess their own work and look for ways to develop their skills. Through small group discussions with their peers and / or keyworker children will be able to build on their current knowledge to develop understanding of the world around them.

While playing with materials such as water, wet and dry sand, clay, dough, natural and manufactured materials children are learning about textures, shape, volume, weight, size, changes in materials and, at the same time, improving their coordination, language, social skills and problem solving.

Children have access to a variety of technologies such as robotic Lego, Bee Bots, magnets, video cameras, computers and SMART board.

Children investigate their environments, and habitats of those around them, growing, along with weather, where food comes from and much more.



How to reserve a Sunflower place

You need to complete an application form providing full contact details along with other information including dietary requirements, vaccinations, medical information including allergies. You will need to give written consent for all medical treatment being provided including emergency treatment.

Written consent is required for the following: minor emergency first aid, local outings, photographs and video for nursery use, tooth brushing and application of sun cream.

Forms are included with this booklet or can be downloaded from our website:

www.sunflowernursery.co.uk

Or, feel free to call in or telephone if you'd like more information or to discuss a placement for your child(ren).

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What parents say:

- “Sunflower has a lovely welcoming atmosphere. It is obvious to us that a great deal of effort and commitment is involved in ensuring the children are valued and stimulated”
- “The staff and particularly my child’s keyworker are fantastic”
- “Good continuity in the baby room, we feel confident when leaving our children. The service is superb and our children love attending”
- “My child has turned into a confident happy and sociable little girl and we believe the nursery has contributed a lot to her progress. We would definitely recommend Sunflower Nursery to family and friends”

From the Care Commission’s report:

- We found this service was performing to a very good standard
- The environment was stimulating and welcoming. Children freely took part in activities and chose from a wide variety of toys and equipment
- Staff were committed to sharing children’s experiences with parents and provided home learning packs

