

# Bluebird Family Centre



**Handbook  
2019-20**

Inverclyde  
council

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## Bluebird Family Centre

C/o St Joseph's Primary School

Wren Road

Greenock

PA16 7NH

Telephone No: (01475) 715722 or 715721

Email: [INGIM830@glow.sch.uk](mailto:INGIM830@glow.sch.uk)

Dear Parents/Carers,

Welcome to Bluebird Family Centre, I hope the information in this handbook will help you and your child settle happily into the Centre.

Bluebird Family Centre is a non-denominational educational establishment and we respect and welcome children and families of all religious faiths and beliefs.

Our nursery enjoys an environment that is welcoming, safe and stimulating where young children can grow and develop to their full potential.

We strive to work in partnership with parents/carers and outside agencies so that your child is supported and they feel confident when coming to nursery.

We hope that you and your child will enjoy your time at nursery and should you require any further information please do not hesitate to contact the centre on the above contact number.

Yours sincerely

*Gillian McDougall*

Head of Centre

## Vision, Values & Aims

### **VISION**

At Bluebird Family Centre we provide a welcoming environment which is safe, nurturing and caring for all children and families. All children are provided with enriching opportunities to allow them to achieve their full potential and build on their confidence for the future.

### **VALUES**

At Bluebird Family Centre

- We are gentle, kind and helpful towards others
- We listen to each other
- We are honest
- We take care of our nursery
- We try our best, all of the time

### **AIMS** - *Getting it right for every child at Bluebird family Centre*

**SAFE:** At Bluebird Family Centre it is our belief that each child has the right to a learning environment which is safe and secure.

**HEALTHY:** At Bluebird Family Centre it is our belief that each child has the right to learn about healthy lifestyles to make positive choices for the future.

**ACHIEVING:** At Bluebird Family Centre it is our belief that each child has the right to be a successful learner, confident individual, responsible citizen and effective contributor.

**NURTURED:** At Bluebird Family Centre it is our belief that each child has the right to a sense of belonging and the opportunity to build positive attachments with staff.

**ACTIVE:** At Bluebird Family Centre it is our belief that each child has the right to stimulating activities which encourage meaningful play, impacting positively on lifelong learning.

**RESPECTED:** At Bluebird Family Centre it is our belief that each child has the right to be involved in making decisions within the centre.

**RESPONSIBLE:** At Bluebird Family Centre it is our belief that each child has the right to develop an understanding of the centre's core values, to equip them with the skills to be a responsible citizen.

**INCLUDED:** At Bluebird Family Centre it is our belief that each child has the right to be accepted and valued.

## **Positive Behaviour**

Through the United Nations Convention on the Rights of the Child (UNCRC) we promote positive behaviour in the nursery by encouraging children to respect one another, to be tolerant, to share and negotiate with others. We also adhere to Inverclyde Council's policy, **Getting it right for every child, citizen and community** through Positive Relationships Positive Behaviour in our educational establishments.

## **Equality Statement for Inverclyde Council Establishments**

'Inverclyde Education Service is committed to ensuring that no children or members of staff or service users receive less favourable treatment on any ground including gender, race, disability, age, sexual orientation, religion or belief. We have a moral, social and legal obligation to mainstream and put equality at the heart of everything we do. We aim to promote a culture in which equality of opportunity exists for all. We are opposed to all forms of discrimination, direct or indirect, and aim to eliminate all discriminatory practices. We will ensure that, in our schools and other education establishments, equality permeates the curriculum and underpins all our policies and practices in terms of access to education. We must ensure that all our children achieve their full potential to develop physically, emotionally and academically. Finally, we believe that equality and inclusion should be a given right, where everyone is valued and treated with respect.'

## **Equal Opportunities and Social Justice**

**Inverclyde Council Education Service aims to:**

Offer education of the highest quality to all young people within a developing culture of inclusion

Endorse the principles of inclusion, entitlement and equality of opportunity in the development of best practice

Value the diversity of interests, qualities and abilities of every learner

Believe that every child and young person is entitled to educational opportunities which enable the achievement of success and further development of the individual's learning potential within the least restrictive environment

Affirm the right of all young people to have access to the highest quality of educational provision which is appropriate to learning needs, is supportive of the young person and is delivered in partnership with young people, parents and the wider community

In meeting the needs of all of our pupils we will demonstrate no discrimination on the basis of race, gender, disability, sexual orientation, religion or belief. This encompasses curricular, extra-curricular and playroom activities and is foremost in the attitudes which we develop in our pupils.

## Centre Staff

**Head of Centre:** Gillian McDougall

**Depute Head of Centre:** Claire McIntyre

**Senior EYECO** Kerry Campbell

**Family Support Worker:** Gail McMenemy

### **Nursery Staff: Blossoms Room (0-2)**

Elizabeth Bradley E.Y.E.C.O.

Carrie Anderson E.Y.E.C.O.

Joanne Clark E.Y.E.C.O.

Joanne McEwan E.Y.E.C.O.

### **Sunshine Room (2-3)**

Colleen O'Neill E.Y.E.C.O.

Kayley Buchan E.Y.E.C.O.

Helen Milligan E.Y.E.C.O.

Yvonne McLean E.Y.E.C.O.

Hiltje Mullholland E.Y.E.C.O.

### **Rainbow Room (3-5)**

Irene McCallum E.Y.E.C.O.

Sofia Demelas E.Y.E.C.O.

Sharon Thomson E.Y.E.C.O.

Carol Shaw E.Y.E.C.O.

Amy Woodcock Modern Apprentice

Elizabeth Dow Support Assistant

Julie Engleby Support Assistant

Chelsea Little Support Assistant

**Clerical Assistants:** Andrewina Ball

Rhona O'Donnell

**Bus Driver:** Alan Pettigrew

**Bus Escort:** Thomas Williams

**Catering/Domestic Staff:** Senga Doyle

Catherine Cameron

Sandra Knox

## Establishment Information

### Hours Of Opening

The Centre is open from Monday to Friday 50 weeks per year, from 8.00am - 5.00pm, closing only for 7 public holidays and 5 in-service staff training days. Over Christmas and New Year a restricted service is offered. Most nursery placements are offered on a term time basis however we do have a wraparound service with limited places available to parents who are in employment, training or education. At present this service costs £4.00 per hour which is payable direct to Inverclyde Council; placements are flexible to meet the needs of families between the hours of 8.00am and 4.55pm. Please see the Head or Depute Head of Centre if you would like details of availability or any further information.

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Pattern 1 (morning session) - 8.45am-11.55am

Pattern 2 (afternoon session) - 12.30 pm-3.40 pm

Pattern 3 - Monday, Tuesday: 8.45am-3.30pm, Wednesday: 8.45am-11.55am

Pattern 4 Wednesday: 12.30pm-3.05pm, Thursday, Friday: 8.45am-3.00pm

The Centre caters for: -

0 - 2	9 places
2 - 3	15 places
3 - 5	35 places

Your child's placement will be discussed at enrolment along with starting and finishing times. It is important that you adhere to the agreed times for the benefit of your child and to ensure that staff/child ratios are kept within the legal requirement.

### Centre Security

A security system operates at all times. To enter the building please press the buzzer for reception and a member of staff will let you in. Most areas of the building are accessed by security passes which are issued only to staff. We ask that when entering or leaving the centre you ensure the front door is closed tightly behind you, this ensures the safety of all children and staff.

## Nursery Fund

The cost of snack, outings, gifts, parties etc is not met by Inverclyde Council therefore we rely heavily on parental support through contributing to the nursery fund and any sponsored or fund raising events we may have. Every penny is used to the advantage of the children. The contribution is £2 per family per week or it can be paid on a term by term basis, further details can be got at reception.

## Snack

We promote healthy eating within the centre as an important part of the curriculum. We provide a morning and afternoon snack following guidelines set down by the Scottish Government which consist of water or milk, fruit, sandwiches, toast etc. Please let us know if your child has any special dietary requirements or food allergies. We ask that children do not bring sweets, crisps or fizzy juice with them.

As some of our pupils are allergic to peanuts, and could suffer an anaphylactic reaction if exposed to them, we ask that children do not bring peanuts/peanut products to school.

## Clothing

We ask that children are dressed in suitable clothing when coming to nursery. Children enjoy messy activities and we will always make sure they wear aprons but accidents can occur from time to time. Please make sure that your child has suitable clothing for outdoor play or planned trips.

There are forms of dress which are unacceptable in establishments such as items of clothing which

- Could potentially cause friction (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause Health and Safety difficulties, such as loose fitting clothing, dangling earrings or clothing made from flammable material i.e. shell suits in practical activities
- Could cause damage to flooring
- Carry advertising, particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils or be used by others to do so
- Nursery logo sweatshirts and polo shirts are available from Smiths, West Blackhall St, Greenock.

The Council is concerned about the number of claims they receive regarding the loss of children's clothing and/or personal belongings. Consequently, parents are asked to ensure that any items of value and expensive articles of clothing are not brought to the establishment. Parents should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

We advise that all clothing and footwear is clearly marked with your child's name to avoid items being mistakenly taken.

### **Transport**

The nursery is fortunate enough to have a minibus which we use to take children on outings. Other nurseries have access to our minibus. Placements for children on the bus are conducted through a formal referral system.

### **Outings and Consent Forms**

At enrolment you will complete a consent form that allows your child to be taken on local outings. When outings out-with the local area are planned, a member of staff will advise you in advance and you will be asked to complete a consent form that gives your permission for your child's participation.

### **Car Parking**

As you are aware, the Centre is located within the grounds of St Joseph's School. Please adhere to road markings and drive slowly and carefully. Please refrain from parking in disabled spaces, evacuation areas and minibus parking bay. In the event of severe weather the carpark may be closed for Health and Safety reasons. E.g snow, ice etc.

## **Attendance**

Regular attendance is obviously an advantage to every child. Please telephone the nursery before 9.00am to inform us if your child is going to be absent if your child attends in the mornings and before 12.00 if your child attends in the afternoon session. Please note that if you do not make contact a text will be sent out to the main contact listed and your child will be marked with an unexplained absence.

## **Illness**

In the event of your child having an infectious illness, such as chicken pox, measles, sickness and diarrhoea please inform the nursery as there may be some children who have a low immune system due to ill health/medical treatment. Certain exclusion periods may apply to your child depending on why they are off.

If your child becomes unwell at nursery we will make them as comfortable as possible and if necessary, we will contact you or one of your emergency contacts to collect your child.

## **Medical Information**

On enrolment you will be asked to give information about your child's health and allergies; it is important that the centre is kept updated on any changes to this information.

If your child is in need of medication during the nursery session you should discuss this with your child's keyworker and complete a medical consent form. Only prescribed medication will be given to the child, in line with Inverclyde Council's policy and guidelines.

If your child has asthma you must inform the Head of Centre if there are any activities or specific circumstances which are likely to cause an attack. If your child has epilepsy you must inform the Head of Centre and inform her of emergency treatment required.

## **Emergency Contacts**

Inverclyde Council Education HQ ask that each child has a minimum of two emergency contacts recorded. It is vitally important that someone can be contacted at all times so please keep the centre updated with any changes to this information

## Accidents

Although the utmost care with regard to safety is taken, accidents do occasionally happen. We have a trained First Aider to deal with minor accidents. The accident will be recorded on an accident sheet which we will ask you to read and sign when you collect your child. If your child requires further treatment we will inform you immediately. Similarly if your child receives any head injury, however small, we will phone you.

## Emergency Closures and Evacuation Procedure

We make every effort to maintain a full service, but on some occasions circumstances arise which lead to disruption.

The centre may be affected by, for example, severe weather, and temporary interruption of transport, power failures or difficulties of fuel supplies.

If we have to evacuate the building during a session the children will be evacuated to St Joseph's Primary School, or the nearest community building. We will contact parents by telephone (**It is parent/carers responsibility to ensure that change of contact numbers are kept up to date**) In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using our twitter account, website, notices in local shops and community centres, announcements in local churches and in the press and on local radio.

## Child Protection

Inverclyde Council Education Services has Child Protection Guidelines and Procedures which all schools and establishments are required to follow. Education Services work very closely with other agencies namely Strathclyde Police, Social Work Services, NHS Greater Glasgow and Clyde and the Children's Reporter to support children. Common responsibilities of all staff are to protect children from abuse and exploitation, to respond appropriately when abuse is identified, and to ensure whenever possible that all children are able to exercise their right to be raised in a warm, stimulating and safe environment with the support of staff, their families and carers. All actions are taken in the best interest of the child.

## Admission Procedures

For children born in March to July, their entitlement commences in the August following their 3<sup>rd</sup> birthday.

Children are entitled to 600 hours of nursery education (pro rata depending on their birth date).

The following table is the intake for the nursery for the year 2018/19

ADMISSION TO NURSERY	
Children who are 3 years of age between	Admission Date (During the month of:)
1 March - 31 <sup>st</sup> August	1 <sup>st</sup> Intake August
1 <sup>st</sup> September - 31 <sup>st</sup> December	2 <sup>nd</sup> Intake January
1st January - last day in February	3 <sup>rd</sup> Intake April

This may change depending on when Easter term falls.

## Applications

Your child's name will be placed on the register of applicants and will be considered by the admissions panel to assist the allocation of places. Please note that the Centre does not operate a waiting list system, so the length of time a child's name has been on the register will not affect the child's priority for admission.

If circumstances change which affect the application you should speak to the Head of Centre or Depute Head of Centre.

## Enrolment Procedure

You will be informed by letter or telephone when your application has been successful and you will be invited to the nursery to complete various forms and meet your child's Keyworker. During this visit you will be given your child's starting date.

## Settling in Procedure

When your child begins nursery it is important for yourself and your child that you follow our settling in procedure. You will be given a copy of this when your child enrolls. Each child will be allocated a Keyworker who is responsible for a group of children at any one time. Room ratios are as follows (adult:children):

Blossom Room 0-2years 1:3;

Sunshine Room 2-3years 1:5; and

Rainbow Room 3-5years 1:7.

This ratio ensures continuity for the child, parent and staff member and allows relationships to develop and grow. The procedure will vary from child to child depending on individual needs and circumstances.

### **Partnership with Parents/Carers**

Scottish Schools (Parental Involvement) Act 2006 led to the establishment of Parent Councils in primary, secondary and special schools. The Act recognises the vital role that parents play in supporting their children's learning. It places a duty on authorities to promote the involvement of parents in children's education and the wider life of the school. It aims to help parents to be:-

- Involved with their child's education and learning
- Welcomed as an active participant in the life of the school
- Encouraged to express their views on school education generally

Parental involvement is an integral part of all aspects of the Centre. Staff, in partnership with parents/carers, will build on the experiences which the child will bring from home to help consolidate their learning. Also parents will be involved in further developing the learning that takes place in the nursery.

There will be opportunities for parents/carers to be involved in the day to day running of the nursery such as Eco-schools group, fundraising opportunities and celebrating special occasions. Parents will also be invited to information events, parent's afternoons/evenings to keep up to date with their child's learning and development.

In promoting literacy we have a lending library where children can chose a book to take home so parents can spend time enjoying the book with their child. In addition to this we have our own YouTube channel called 'Bluebird Bedtime Stories' where various staff and members of the community read a nightly story for the children to enjoy before bed.

Parents can also keep up to date by following our website <http://bluebirdfamily.inverclyde.sch.uk/> and our twitter page <https://twitter.com/BluebirdFCentre> (please note our twitter page is a private page and parents will need to send a request to join and the page is carefully monitored by our twitter admin.)

## Pre-birth to 3 Curriculum

Our 0-3 planning takes into account the guidelines from the Scottish Executive "Pre-Birth to Three" document which promotes that practice takes into account the following areas:

- **Relationships**
- **Responsive Care**
- **Respect**
- **Rights of the Child**

**And Building the Ambition.**

Inverclyde Council's "Bright Beginnings" supports learning for under 3's in the following areas:

- **Emotional, Personal and Social**
- **Communication and Language**
- **Discovery and Understanding of the World**
- **Physical Development and Development**
- **Creative Development**

Staff in the 0-2 room and the 2-3 room encourage and support the children to reach their developmental milestones. They work very closely with parents to achieve these developments, in an environment of shared care and education of this young age group.

## Early Level Curriculum for Excellence

It is our aim to offer a wide variety of experiences which allow children to learn through play. The Scottish Executive has published guidelines for children from 3 years "A Curriculum for Excellence". Our staff have a sound knowledge of this document and have the opportunity to participate in excellent training courses provided by Inverclyde Council Education Department.

We observe children continuously and this enables us to provide appropriate effective experiences for the children. Curriculum plans are made on both a long and short term basis. These plans are displayed in each playroom and notice board for your interest.

The Four Capacities of the Curriculum for Excellence are as follows:

- **Responsible Citizens**
- **Effective Contributors**
- **Confident Individuals**
- **Successful Learners**

To work in partnership with parents/carers a 'Learning Story' will be sent home each month. This will highlight the experience and outcome the child has covered assessment of their learning and also an opportunity for discussion between you and your child. This Learning Story will also identify the next steps in your child's learning and how you can work together in partnership with your child's keyworker to achieve the very best for your child.

## Transition

The key to effective transition is effective communication between the early year's establishment, school and parents. The transition process will begin when our children move from one room to another and continue early into primary 1.

The nursery has forged strong links with our local Primary schools. We encourage members of staff from our local schools to spend time in the centre and get to know the children before they start Primary 1. We have enhanced transition days with our feeder primary schools. Our members of staff attend induction days at our feeder primary schools and they also attend the school for the first day of the new term to ensure a smooth transition in the next chapter of the child's learning journey.

Children are normally transferred between the ages of 4½ and 5½ years, although this may be negotiated in exceptional circumstances with the local authority.

## Support for Children

The establishment is committed to the integration of children with Additional Support Needs in line with Education (Additional Support for Learning) (Scotland) Act 2009.

Every member of staff has a responsibility to support the learning of all children. The type of support offered will vary according to the needs of children. This includes consideration given to children who have a disability, children with social, emotional and behavioural difficulties, children with learning difficulties of a specific or general nature, children who are exceptionally able, those who demonstrate underachievement relating to gender issues, children whose learning has been interrupted through absence or illness, bilingual children who have English as an additional language, travelling children and those children whose family circumstances impact on attendance and learning. Partner agencies may be asked to offer support where necessary.

A child or young person's needs are identified at the earliest possible stage and can be met in a number of ways, for example by adaptations to the curriculum or learning environment, as well as input from the Support for Learning Teacher and on occasion support from visiting specialists. The appropriateness of the support is determined through a process of assessment, planning and monitoring, working jointly with parents and carers, and is regularly reviewed.

Learning outcomes for children and young people with additional support needs are set out in a plan and all educational establishments hold regular review meetings with parents and carers to determine needs and the most appropriate supports. Everyone's views are equally important in order to consider what is currently working and how to determine next steps

Children and young person's needs are identified in a number of ways, and the process of assessment is an ongoing, shared process with partnerships with parents and carers at the forefront. On some occasions health service staff or other partner agencies make children known to Education Services. Other additional support needs may be notified to Education Services by parents themselves or identified by one of a range of staff working closely with the child.

## **Mediation Service**

Inverclyde's mediation service can be accessed by contacting Grant McGovern, Head of Inclusive Education, Culture and Corporate Policy at the address below

The officer or officers of the authority from whom parents of children having additional support needs, and young persons having such needs, can obtain advice and further information about provision for such needs.

For further advice please telephone 01475 712842

Or write to;

Education Services

Wallace Place

GREENOCK PA15 1JB

The following organisations provide further information and support to parents/carers of children with Additional Support Needs

[www.enquire.org.uk](http://www.enquire.org.uk)

[www.siaa.org.uk](http://www.siaa.org.uk)

[www.sclc.org.uk/](http://www.sclc.org.uk/)

## **Care Inspectorate**

The Care Inspectorate inspects Early Years establishments on a 2 yearly basis. Their role is to inspect establishments to ensure that children and families are receiving care of a high quality. Whilst inspecting premises they adhere to Care Inspectorate Quality standards. Parents are consulted during the inspection and your views of the service form part of the report.

## **General Data Protection Regulations and Data Protection Act 2018**

Information on children, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. In processing personal information, Inverclyde Council must comply with the General Data Protection Regulation and Data Protection Act 2018.

For more information please refer to <https://www.inverclyde.gov.uk/site-basics/privacy>

## Useful Contacts

Inverclyde Council  
Education HQ  
Wallace Place  
Greenock  
PA15 1HU  
Tel: 01475 712850

Linda Wilkie  
Early Years Quality Improvement Officer  
Education HQ  
Wallace Place  
Greenock  
PA15 1HU  
Tel: 01475 712812

MSP for Inverclyde:      **Stuart McMillan**  
26 Grey Place  
Greenock  
PA15 1YF  
Tel: 01475 720930

Ward 7 Councillors:      **John Crowther**      SNP  
                                 **Tommy McVey**      Independent  
                                 **Natasha Murphy**      Scottish Labour

All councillors can be contacted during working hours on 01475 712020 or 712727 or at  
Inverclyde Council  
Municipal Buildings  
24 Clyde Square  
Greenock  
PA15 1LY

St Joseph's Primary School:      01475 715719

Lady Alice Primary School:      01475 715743

St Andrews Primary:      01475 715806

Aileymill Primary:      01475 715647

## **Suggestions and Complaints**

We are always seeking new ways to maintain and improve our service. If you have any suggestions to make about the service, please contact the Head of Centre or your child's keyworker. If you have a complaint about any aspect of the service please speak to the Head or Depute Head of Centre.

If you feel your complaint has not been satisfactorily resolved please contact Inverclyde Council Education Department and the Care Inspectorate at addresses below.

**Ruth Binks**  
**Corporate Director of Education, Communities, OD & HR**  
**Inverclyde Council**  
**Municipal Buildings**  
**24 Clyde Square**  
**Greenock**  
**PA15 1LY**  
**Tel: 01475 712748**

**Care Inspectorate**  
**Renfrewshire House**  
**Cotton Street**  
**Paisley**  
**PA1 1BF**  
**Tel: 0345 600 9527**

Please note:

Although this information is correct at time of printing, changes may be made:

- Before the commencement or during the course of the year in question.
- In relation to subsequent years.