



**BLUEBIRD FAMILY CENTRE  
HANDBOOK 2016 - 2017**

**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.

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

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## Centre Staff

**Head of Centre:** Gillian McDougall

**Acting Depute Head of Centre:** Claire McIntyre

**Acting Family Support Worker:** Elizabeth Bradley

### Nursery Staff:

Kerry Campbell	E.Y.E.C.O.
Joanne Clark	E.Y.E.C.O.
Laura Gallagher	E.Y.E.C.O.
Irene McCallum	E.Y.E.C.O.
Sandra McFadyen	E.Y.E.C.O.
Joan McKenna	E.Y.E.C.O.
Helen Milligan	E.Y.E.C.O.
Hiltje Mullholland	E.Y.E.C.O.
Colleen O'Neill	E.Y.E.C.O.
Vacant post	E.Y.E.C.O.
Sharon Thomson	E.Y.E.C.O.
Carol Shaw	E.Y.E.C.O.
Vacant post	E.Y.E.C.O.
Donna Cooke	Support assistant
Leeanne McKinnon	Support assistant
Frances Mulholland	Support assistant

(E.Y.E.C.O. - Early Years Education and Childcare Officer)

**Clerical Assistants:** Joanne Ball  
Rhona O'Donnell

**Bus Driver:** Ronnie Baker

**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. Most nursery placements are offered on a term time basis and parents who require the service during school holiday periods are required to pay for this service. At present this service costs £3.60 per hour. Over Christmas and New Year a restricted service is offered.

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

Morning Session :- 8.45am - 11.55am

Afternoon Session :- 12.45pm - 15.40pm

Wraparound placements are flexible to meet the needs of families between the hours of 8.00am til 16.55pm.

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 correct.

# Bluebird Family 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.





### **Wrapround Service**

Bluebird Family Centre offers a wraparound service providing full time places for children whose parents are in employment, training or education. Please see the Head of Centre or Depute Head of Centre if you would like details of availability or any further information.

### **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 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.

### **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.

## **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.



## **Illness**

If your child is ill and unable to attend nursery please contact the nursery as soon as possible. If you do not contact the centre we will contact you as part of Inverclyde Council's Absence Policy.

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.

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**

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.

## **Accidents**

Although the utmost care with regard to safety is taken, accidents do occasionally happen. We have trained First Aiders to deal with minor accidents. The accident will be recorded in the Accident Book and we will inform you when you collect your child, and ask you to read accident report and sign. If your child requires further treatment we will inform you immediately.

## **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, Centre staff will contact you or an emergency contact.

## **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.

## **Media Coverage**

The Centre records many events/activities using a camera or camcorder. These are usually displayed throughout the nursery.

Occasionally the local press may take photographs of the children for features in the local paper.

We also have a nursery website and twitter account where we will keep you up to date with important information, our achievements and successes.

## 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, 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.

### 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 establishment's 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
- The nursery has a supply of sweatshirts and poloshirts with the nursery logo available for sale. Our admin assistant will provide you with any further information.

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.

### 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 2015/16

<b>ADMISSION TO NURSERY</b>	
<b>Children who are 3 years of age between</b>	<b>Admission Date (During the month of:)</b>
<b>1 March - 31<sup>st</sup> August</b>	<b>At start of term in August 2016 and before last day of August 2016</b>
<b>1<sup>st</sup> September - 31<sup>st</sup> December</b>	<b>Start of term in January 2017 and before the 3<sup>rd</sup> week of January</b>
<b>1 January - last day in February</b>	<b>After Easter term before 1<sup>st</sup> day of May</b>

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 Procedures**

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 7 children at any one time. This ratio ensures continuity for the child, parent and staff member and allows relationships to develop and grow.

## **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.

We are always keen to gather opinions and suggestions of parents/carers about the life of the nursery to help us improve our service. This can be done through the suggestion box, questionnaires and informal chats.

### **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**

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.



### **The Centre and the Community**

The Centre has a Family Support Worker who organises adult activities, classes and groups and there is individual support for parents/carers both within the centre and the community.

We have established strong links within the community, we provide a drop in facility for families on a Monday, Wednesday afternoon and a Friday. We have a Bookbug session each Friday and also operate a healthy eating cafe where we provide families with a healthy two course meal. Parents are involved in the organisation of all these events.

We offer Family Fun sessions for families within the community during holiday periods. We also have a mini-bus which enables the children to make regular trips to the library, sports centre, local shops and parks ensuring a sense of identity in our local community.

### **Transition from Nursery to Primary School**

The key to effective transition is effective communication between the early years establishment, school and parents. The transition process will begin early in the pre school years and continue into early 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.



## Children with Additional Support Needs

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 Angela Edwards, 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  
105 Dalrymple Street  
GREENOCK PA15 1HU

The following organisations provide further information and support to parents/carers of children with Addittional 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.

Our Care Inspectorate inspector is Donna Laing, she can be contacted at:

4th Floor  
No 1 Smithhills Street  
Paisley  
PA1 1EB

## **Data Protection Act**

Information about children, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the **Data Protection Act 1998** and may only be disclosed in accordance with the codes of practice. For further information please contact the establishment.

## **Strategic Improvement Plan**

The main achievements of the nursery over the last 12 months can be obtained in our Strategic Improvement Plan 2013-14 and Standards & Quality Report 2013-14 both of which are located in downstairs corridor and information wall on upstairs corridor.

## **Policies & Procedures**

The centres policies and procedures can be obtained from the yellow folders which are located in the downstairs corridor and upstairs corridor alongside parent's information wall.

## **Information in Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, and temporary interruption of transport, power failures or difficulties of fuel supply.

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 in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio.

## Useful Contacts

**Wilma Bain**  
Corporate Director of Education,  
Communities & Organisational Development  
Inverclyde Council  
Clyde Square  
Greenock  
01475 712824

**Ruth Binks**  
Head of Education  
Education Services  
Wallace Place  
Greenock

**Linda Wilkie**  
Early Years Quality Improvement Officer  
Education Services  
105 Dalrymple Street  
Greenock  
Tel: 01475 712812

**Care Inspectorate**  
1 Smithills Street  
Paisley  
PA1 1EB  
Tel: 0141 843 4230

<b>St Joseph's Primary School:</b>	<b>01475 715719</b>
<b>Lady Alice Primary School:</b>	<b>01475 715743</b>
<b>St Andrews Primary:</b>	<b>01475 715806</b>
<b>Aileymill Primary:</b>	<b>01475 715996</b>



## **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 Keyworker. Please speak to the Head of Centre if you have a complaint about any aspect of the service. If you feel your complaint has not been satisfactorily resolved please contact the Head of Schools and Care Commission.

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.