



Welcome to Sallywags Children's Nursery.

We have put this information pack together to provide you with as much information as possible to help you make one of the most important decisions regarding your child's care and education.

Sallywags Nursery aims to provide your family with quality, flexible childcare.

We view nursery as an extension of home, working closely with families to provide a range of suitable opportunities to promote the holistic development of every child.

We provide a safe and secure environment for your child, with a security system in place to allow staff to view all visitors before allowing them into the building.

Scallywags Aims and Objectives

Our overall aim is to encourage the full development of all the children in our care, where each of them feels valued and accepted as individuals.

Our main objective is to provide quality care and education for every child in a safe, secure and fun environment meeting every child's needs. Our childcare approach, which includes building a close and trusting partnership with our parents, is vitally important to us and we aim to:-

1. Provide flexible quality childcare and education where children will have a range of opportunities for play in a safe, welcoming stimulating environment.
2. Work in partnership with parents through consultation, parents evenings and regular newsletters.
3. Build up each child's confidence and self esteem making them independent through encouragement and a positive attitude thereby enabling the child to expand and extend his/her learning experiences in all areas of the curriculum.
4. Provide suitable equipment and resources, taking into account each child's stage of development, to enable all children to learn through play fairly and equally.

Vision Statement

"Encouraging the curious to explore, the explorers to discover and the discoverers to learn."

Nursery Opening Times

Our opening hours are Monday to Friday 7am - 6pm

We offer full and part time sessions throughout the week and will also try to accommodate parent's wishes for extra hours if ratio's allow.

The nursery is open all year around with the exception of a closure over the Christmas and New Year period .

Nursery Fees

We aim to keep fees as affordable as possible. Fees will be reviewed at the end of July each year, with one month's notice given of any changes. A deposit of one weeks fees or minimum of £50.00 is required to secure a nursery place, which will be refunded in the last month's nursery fees.

Settling In

The settling in period is very important not only to us but to your child and family as well. It allows the opportunity for the staff to get to know you and your child as well as you getting to know us. The information you share with us will support us to settle your child into Scallywags.

We encourage families to have at least two visits after initially viewing the nursery. The first visit we encourage you to stay within the nursery building, being close by if your child becomes upset. Staff will use this opportunity to get to know your child, their routine, likes and dislikes.

Visits will be arranged on an individual basis to suit each child.

Partnership with Parents

Our staff at Scallywags are dedicated to ensuring your child is receiving the highest quality of care and education. We value the importance of working alongside parents appreciating that they know their child best.

Upon being offered a place at Scallywags your child will be appointed a Keyworker. We use a Keyworker system to allow parents the opportunity to build up a closer relationship with one member of staff who has responsibility for keeping your child's record of development current. However all our staff work closely with each child and will happily share information regarding your child's day with you. Someone will always be available to discuss your child's progress with you.

We use many different strategies at Scallywags to ensure regular communication. These include monthly newsletters, parent evenings along with regularly displaying photographs of children's experiences. A parent's focus group is held once a term. We actively encourage parents and extended family to become involved within Scallywags.

Our team approach to your child's care and education will ensure they continue to flourish, reaching their full potential while taking part in all that we offer here at Scallywags.

Home Cooked Balanced Meals

Daily snacks and lunches are provided which will be prepared and served by our Nursery Cook who uses high quality fresh produce to prepare home cooked meals.

The Nursery advocates healthy eating and will aim each day to provide children with at least three of their five a day portions of fruit and vegetables.

We will work closely with parents to ensure each child is receiving a balanced diet.

Children are asked to bring to nursery a water bottle and will be encouraged by staff to have regular drinks throughout the day.

Quality Assurance

At Scallywags we value the importance of continual self-evaluation to ensure the service we provide maintains a high quality. We welcome feedback from children, parents, visitors and other professionals.

Our recent Care Commission Report can be accessed at <http://www.careinspectorate.com/index.php/care-services>

We work closely with the local authority to ensure the level of education we provide is of a level approved by HMIE. Our latest inspection report can be accessed at <https://education.gov.scot/inspection-reports/angus>

Each year as a team using the feedback from Care Inspectorate, HMIE, Local Authority and our families we devise an improvement plan to support us to build on the quality Early learning and Childcare we provide.

Curriculum

While attending Scallywags each child will be offered a balanced range of opportunities to meet their individual learning and development needs, using a balance of free play and planned activities within the daily routine. Our large playroom has been carefully designed to allow children choices providing opportunities for development in all areas of the curriculum.

Children are able to explore their environment while being offered a variety of opportunities from qualified experienced staff including painting, role play, water, sand, construction, music and physical activities.

At Scallywags we believe children should have access to the outdoors daily. As well as visiting places within the local community children can play outdoors in our secure play area. The garden offers children the opportunity to explore the outdoors freely becoming more involved with nature, digging and looking for minibeasts!

We follow guidance given in '*Pre - Birth to Three: Positive outcomes for our youngest children*' and '*Curriculum for Excellence*'. Staff regularly attend Professional development opportunities to keep up to date with current guidance.

We believe in following the children's lead to plan our curriculum. The staff team have a range of experience and qualifications and use this to provide various opportunities for each child over the course of each day. All children are encouraged to play a role in planning their own learning. We achieve this by providing opportunities for children to mind map ideas relating to current interest which the staff then use to plan the weeks learning. Staff work closely with the children taking time to observe and discuss their interests and follow their lead.

Policies and Procedures

At Scallywags we have developed a range of policies and procedures to ensure we are providing a safe, secure environment and equal opportunities for all families and staff.

The following policies and procedures are available at all times:

Accident and Incident Procedure	Absence Procedure and Rules
Administration of creams, lotions & Gels	
Admissions Procedure	Aims and Objectives
Allergy and Anaphylactic shock policy	Breast Feeding Policy
Child Absence	Child Protection
Child Protection Code of Conduct	Child Protection Procedure
Closed Circuit Television Policy	Closure Strategy
Complaints	Confidentiality
COSSH	Curriculum Policy
Contingency Arrangements	Data Protection Policy
Disclosure Information Policy	Disciplinary Procedure
Equal Opportunities	Food and Nutrition Policy
Fire procedures Policy	Gift Policy
Health and Safety Statement	Health and Safety
Induction and Training	Infection Control Policy
Maintenance of Equipment Policy	Management of Ill Child
Management of Staff records	Medication Policy
Mentoring Policy	Nappy Changing Facilities
New and Expectant Mothers	No Smoking
Nursery Fees	Open Access
Outings	Pandemic Flu Contingency plan
Promoting and managing behaviour positively	
Participation Strategy	Risk Taking
Staff Recruitment	Staff Training Programme
Staff Supervision and Appraisals	Student Policy
Substance Misuse	Sun Safety Policy
Transition	Volunteer Policy
Waste Management	Whistle blowing
Choking Policy	Quality Assurance and Self Evaluation



Sallywags Fees Structure August 2022

Daily Rates for all age groups

Drop off from 7am, 8am, 9am or 1pm

Collection by 1pm, 4pm, 5pm or 6pm

	Drop off from	Collection at	Cost
Full days			
	7am	4pm	£48.30
	7am	5pm	£50.40
	7am	6pm	£52.50
	8am	4pm	£46.20
	8am	5pm	£48.30
	8am	6pm	£50.40
	9am	4pm	£42.00
	9am	5pm	£46.20
	9am	6pm	£48.30
Morning Sessions			
	7am	1pm	£37.80
	8am	1pm	£32.55
	9am	1pm	£27.30
Afternoon Sessions			
	1pm	4pm	£20.50
	1pm	5pm	£27.30
	1pm	6pm	£32.55

20% discount for 5 days

£50.00 deposit required (unless only accessing free hours)

Local Authority Free Hours (for eligible 2 years and all 3-5 years)

1140 hours distributed over 50 weeks

which works out to be a maximum of 23 hours each week. This can be used across the days and sessions which suit your family's needs (maximum of 10 hours in one day). Additional hours can be paid for at an hourly rate of £5.70 if required.

1140 hours distributed over term time (38 weeks)

which works out to be a maximum of 30 hours each week, again this can be used across the days and sessions which suit your family's needs (maximum of 10 hours in one day). Additional hours can be paid for at an hourly rate of £5.70 if required.

Both models will include nutritious and health meals and snacks. We will also continue to work in partnership with other settings should families wish to split the hours between more than one setting

Flexible Place - limited number of spaces

4 weeks' notice must be given to ensure requests are met. Minimum of 2 days per week