



NITHSDALE HOUSE NURSERY

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Little Einstein's Kindergarten Ltd.
Nithsdale House Nursery
620, Shields Road
Glasgow G41 2RD
Tel:0141 237 7945
E:info@littleeinstein.co.uk
W:www.littleeinstein.co.uk

Dear Parent/Carer,

Welcome to Nithsdale House Nursery where we care for children from birth to school age. We are looking forward to meeting you and your child who we hope will settle happily in the new nursery and enjoy their early learning experience.

We will aim to achieve the goals set by the Scottish Executive Curriculum for Excellence. We also aim to provide a safe, warm, loving and caring environment where your child can progress steadily through the various stages of development in the early formative years. Our staff are all qualified, highly professional, experienced and share the values of our organisation.

We would like to extend a warm welcome to you and your child. We hope this prospectus will provide useful information about our nursery.

We look forward to building a strong and effective working relationship with you so that you can be confident that your child is happy, safe, well cared for and stimulated at all times. Should you require further information please do not hesitate to contact us.

Yours Faithfully

Leighann Bain

Nursery Manager

SOMETHING ABOUT US.....

Nithsdale House Nursery is a part of **Little Einstein's Kindergarten Ltd.** an ever expanding chain of nurseries throughout Scotland. It is the youngest member of the family. It is a brand new nursery situated at the junction of Nithsdale Road and Shields Road. There are 4 huge rooms for children of different age groups. Additional rooms provide an office, kitchen, utility and staff room. There is a secured, spacious play area, with a wide range of outdoor equipment.

The nursery will provide day-care facilities for children aged birth to 5 years. It is registered with the Care Commission and we have also applied for partnership with Glasgow City Council. We aim to be a resource for families, providing a nurturing environment for young children which has the highest standards of care and education. We continually strive towards being an environment which provides support, time and space to children as their confidence, self-esteem and enjoyment of life develops. We aim to be a home from home where all are valued, respected and supported.

We expect parents to be our active partners in meeting their children's needs. Parents are child's first teacher, you know your child best of all and we need your help to understand their needs and to identify how best to help them. You are always welcome to come into the nursery at any time to see for yourself how your child is progressing. We will also provide you with regular information on what they are doing and how you can ensure they gain the most from this experience.

MISSION STATEMENT:

"We aim to provide a challenging and stimulating environment, in which all our children can grow and develop at their own pace. Staff plan responsively to children's interests and needs, in order to ensure learning is of greater value to children as individuals. Parents views are also valued to ensure staff, children and their carers can provide a safe, encouraging environment."

AIMS

- ◆ To provide high quality service for children and families.
- ◆ To provide a safe, secure and stimulating environment through a balance of directed and free choice activities for all-round child development covering the five key areas.
- ◆ To encourage children to develop self-control, self-direction and independence.
- ◆ To develop self-expression through various activities such as drama, music, story-telling, block building and other forms of play.
- ◆ To provide a warm and welcome atmosphere through good child, staff and parent relationships.

OBJECTIVES

- ◆ To ensure a safe environment which protects children from harm, abuse and neglect.
- ◆ Develop respect for individual and cultural differences.
- ◆ Effective use of assessment information to identify needs and plan the next steps for learning and evaluating regularly to meet changing needs.
- ◆ High standard of thoughtful and courteous behaviour.
- ◆ A good clear concise monitoring and evaluation system and effective use of policies.

NURSERY HOURS:

Morning Session 8.00 - 13.00

Afternoon Session 13.00 - 18.00

We are open Monday to Friday, 52 weeks in a year. We are closed on all bank holidays including Christmas day, Boxing day, New year day and 2nd January. The nursery closes at 3.00pm on Christmas Eve and New Year's Eve, should these fall on a weekday.

Children can attend nursery for morning, afternoon or full day sessions (see 'PRICE LIST' for details on costs). Please DO NOT bring Children to nursery before the start of session or pick up later than their end time.

THE FACILITIES:

Nithsdale House Nursery is a purpose built private day care facility with an outdoor garden which children have frequent access to, supported by outings to the local community.

Baby Room (Birth to 2)

The child to staff ratio in this room is 3:1

There are two purpose built rooms for babies, one for Birth-1 and one for 1-2, with its own sleep area, nappy changing area, food preparation area and pram area. It provides ample space to crawl and explore in a safe and secure setting. We assure to provide a comforting and homely environment.

2 - 3's Room

The child to staff ratio in this room is 5:1

This is a big room and the children in this room have free access to many activities such as crafts, games, home corner and messy play. There will also be a cosy corner for taking naps and sharing stories quietly. The children are cared for in small groups and will be encouraged to progress to become more confident and independent through their play.

Pre-School Room (3 - 5's)

The child to staff ratio in this room is 8:1

Children in this room follow a slightly more structured day to help them develop in line with Scottish Executive 'Curriculum for Excellence'. The staff follow a curriculum designed to your child's individual needs; activities will be planned which are fun and exciting to ensure that the children enjoy their time in this room. Their activity areas will include sand/water, messy play, construction, book area, mathematical resources and puzzles. We will use all the available resources including our surroundings to teach the children about the world around them.

Garden

We have a spacious, fully enclosed outdoor play area with a wide range of outdoor equipment to allow the children to have fun whilst gaining physical skills, fresh air and lots of exercise. The garden area is very safe and secure and the children are supervised at all times.

Garden play is throughout the year so we ask parents and guardians to leave a pair of shoes and raincoat and hood clearly labelled at the nursery.

Security

Nithsdale House Nursery has a secured entry door with only the manager authorised to let parents in and out of the nursery. CCTV cameras are fitted throughout the playrooms, the main door and outside. Parents can ask to view their child at any time throughout the day.

If someone else is picking up your child, you must inform the nursery manager prior to the collection otherwise we will not be able to allow your child to leave the premises. Authorisation for collection of your child must be in writing. The person must be over 16 years of age and will be asked for identification.

Meals and Snacks:

- ◆ All our meals are cooked in our own kitchen providing a wide variety of meals to suit all dietary and cultural needs.
- ◆ Our qualified cook provides nutritious, healthy snacks made fresh daily.
- ◆ Our menus are on a 2 week rota and are displayed on our parent's notice board.
- ◆ Breakfast is on offer from 8.00am until 9.15am and a two course lunch is provided. Snacks are provided at 3.00pm.
- ◆ Milk and water are provided at snacks and mealtimes.
- ◆ Water is on offer to the children throughout the day.
- ◆ Snacks and meals are included in the fees.
- ◆ Vegetarian options are available.
- ◆ We accommodate children with a special dietary requirement.

WHAT DO YOU NEED TO BRING TO THE NURSERY?

- ◆ A named bag (not too large please).
- ◆ Suitable change of clothes (labelled with your child's name).
- ◆ Two pairs of shoes, one for Indoors and one for Outdoors (labelled with your child's name).
- ◆ A recent photograph of your child.
- ◆ If your child requires daily medication, please speak to the nursery manager.
- ◆ Sun Hat/Sun cream (summer months).
- ◆ Please note:
 - > Baby wipes will be provided by the nursery.
 - > If your child is potty training please make sure you provide additional underwear.
 - > Nappies will not be provided by the nursery.

WORKING WITH PARENTS

Settling in - Leaving your child for the first time in nursery can be stressful for both the parent and child, we try to make this as easy as possible.

Initially we encourage parents to spend an hour or so, sharing with us the needs of your baby; their special preferences, dislikes, habits, comforts, stage of development, and so forth. The more we know, the more we can be "just like home" with the added fun of new faces and things to do!

We offer settling in sessions, so that your child can get acquainted with other children and staff.

Keyworker - Every child within our nursery is assigned with a keyworker who will be responsible for the child. This ensures personal attention to the needs and development of each individual child and family. This can make settling into the nursery much easier. In addition, the key worker is in a position to tailor the curriculum to the unique needs of each individual child.

Communication - We ensure that parents are given every opportunity to speak to the keyworkers at the nursery. This enables us to provide full reports on the progress your child is making and answer any questions you may have.

Policies & Procedures - A set of nursery policies and procedures are on display in our reception area for parents to look through. Our policies are intended to act as guidelines for good practice and are in place to ensure the well being of the children. They are considered to be working documents and are subject to change in order to meet the demands of changing regulations, conditions and priorities.

Feedback - Parents receive daily feedback which provides them and the keyworkers the opportunity to discuss their child's progress, needs and developments.

PARENTS GUIDELINE AND INFORMATION FOR 'NITHSDALE HOUSE' NURSERY

Please note the following points:

- ◆ All items of clothing/belongings need to be clearly named.
- ◆ Once a child has been collected from their room by a parent, the parent is completely responsible for their child. If a parent wishes to communicate with another parent or member of staff it will be the responsibility of the parent to monitor the child at all times.
- ◆ Parents should always be responsible for their child following them through the main entrance door when entering and leaving the nursery.
- ◆ Parents should be prepared to give information on entry about themselves and whom they are collecting as sometimes staff will not be able to recognise everyone.
- ◆ Newsletters should be read by parents as important information can sometimes be missed.
- ◆ A deposit equivalent to 2 weeks fees has to be paid when registering your child. This will be refunded on departure within 4 weeks assuming the fees are up to date.
- ◆ Fees are payable in ADVANCE by standing order on a monthly basis. Please write your child's name in the reference column.
- ◆ If paying fees by cheque - please ensure your child's name and the period you are paying for is mentioned on the reverse of the cheque as reference.
- ◆ No personal toys, sweets or fizzy drinks are allowed on the site of the nursery.
- ◆ Nursery Hours are from 8.00 to 6.00 pm. If a child is being dropped before 8.00 am you need to make prior arrangement. If a child is collected after 6.00 pm there will be a charge of £10.00 for first 15 minutes that you are late and then £5.00 for every 5 minutes after that.
- ◆ Parents are required to update information immediately - eg. change in telephone number, business extension, address (home or place of work), as we must be able to contact the parent/carer when necessary.
- ◆ Authorisation for collection of your child must be in writing. The person must be over 16 years of age and will be asked for identification.
- ◆ Details of your child's health are required on their return after illness - a member of the nursery staff may need to check with you and see your child before your child returns to the nursery.
- ◆ Fees are subject to annual revision in March every year but may also be revised at other times by giving prior intimation.

Name of child & DOB:

PRICE LIST - NITHSDALE HOUSE NURSERY

(with effect from 01.04.2010)

Session	Birth - 2's	2 - 3's	3 - 5's
AM/PM	£ 26.00	£ 26.00	£ 25.00
Full Day	£ 40.00	£ 40.00	£ 37.00
Full Time	£ 168.00	£ 163.00	£ 150.00

Conditions for Admission in the nursery:

1. Fees are payable in ADVANCE by Standing order on or before first day of each month. Fees are payable 52 weeks of the year (including public holidays/sickness/absenteeism)
2. Four week notice in writing or four weeks fees in lieu of notice is required when the child will be changing days or leaving Nithsdale House Nursery.
3. Fees cannot be refunded for absence whatever the circumstances.
4. A deposit equivalent to 2 weeks fees is required when registering your child. This will be re-funded 4 weeks after the final invoice has been paid after your child stops attending the nursery.
5. Children will not be handed to anyone other than parents unless previously notified in writing.
6. Children are encouraged not to play with their own toys at nursery as they may be lost or damaged.
7. The nursery can take no responsibility for the personal possession of the children.
8. Parents must abide by all reasonable requests to ensure the safety of their children.

I being the Father/Mother/Guardian (please circle appropriate) of the above child

request a place for my son/daughter at Nithsdale House Nursery. I enclose herewith

**£ (in words)
cheque/cash for Nithsdale House Nursery to confirm my space.**

Signature and date: _____

For Nursery Use Only -	Tentative start Date:
Deposit Paid (Cash/Cheque)	Date
Cheque No.	Bank Details
Manager's Name	Signature

REGISTRATION FORM

(PLEASE FILL IN ALL THE DETAILS AND IN CAPITAL LETTERS)

Childs Name:	
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Home Address:	
---------------	--

Date of Birth:		Male or Female:	
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Please provide estimated due date for unborn child:	
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Parents and Guardians Full name and addresses

Mothers Name:	
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Home Address:	
Email Address:	

Daytime Contact Number:		Landline & Mobile No:	
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Fathers Name:	
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Home Address:	
Email Address:	

Daytime Contact Number:		Landline & Mobile No:	
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Name and Address of GP

Doctors Name:	
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Address:	
email address:	

Daytime Contact Number:		Landline & Mobile No:	
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Name of child & DOB:

Mother Tongue (Language spoken at home):		Male or Female:	
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Nationality:		Ethnic Group:	
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Please specify if the child has been vaccinated against the following diseases:

MMR Pneumococcal Whooping Cough Polio Tetanus Meningitis

Has your child had:

Measles Chicken Pox Mumps Scarlet Fever

Any other infectious illness: Yes No

If yes please state:	
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Any other information that might prove helpful to us e.g. diet, allergies, health related matters which we should be aware of:

Please state:	
---------------	--

Requested date of Admission to Nithsdale House Nursery:

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Place required - Please indicate sessions required:

Full Time Part Time (if Part Time, please indicate sessions required with a **x**)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Signed (Parent/Guardian):	Date:
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Signed (Parent/Guardian):	Date:
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(PLEASE FILL IN ALL THE DETAILS AND IN CAPITAL LETTERS)

Childs Name:	
Medical Condition:	
Please state severity of condition:	
In case of allergies what should the child NOT have contact with? Please be precise	
In case of allergies what should the nursery be provided with, any medication/equipment for the condition?	
In the event of attention being required what action should be taken? (i.e. Immediate medical assistance/hospital)	
Please give details of revolving information	

Signed (Parent/Guardian):	Date:
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The Nursery Will:

Provide a caring, safe and stimulating environment, setting a high standard of achievement and behaviour

Inform parents through notice, newsletter and meetings

Respond to concerns as promptly as possible

Be open and welcoming and offer opportunities for involvement in the nursery

The Parents/Guardians will:

Ensure that my child attends nursery regularly and on time

Attend meeting as and when necessary

Let the nursery know of any concerns they have

Nursery Managers Signature:	Date:
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Signed (Parent/Guardian):	Date:
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EMERGENCY CONTACT INFORMATION

(PLEASE FILL IN ALL THE DETAILS AND IN CAPITAL LETTERS)

CONTACT 1	
Childs Name:	
Title Mr/Mrs/Miss/Others: Full Name:	
Address:	
Daytime Number:	
Home Email:	
Daytime place (address):	
Landline & Mobile No.:	
Work email:	
Relationship to child:	
Additional information:	

CONTACT 2	
Childs Name:	
Title Mr/Mrs/Miss/Others: Full Name:	
Address:	
Daytime Number:	
Home Email:	
Daytime place (address):	
Landline & Mobile No.:	
Work email:	
Relationship to child:	
Additional information:	

NITHSDALE HOUSE NURSERY (CHILDCARE AGREEMENT)

Childs Name:

The Owners and Management of Little Einstein's Kindergarten Ltd. T/A Nithsdale House Nursery believe in providing a safe and caring environment for children from birth to five years. We strive to provide an enriching learning experience in which the child in our care can feel secure and loved. We want our parents to be able to leave their children in the knowledge that they are happy and are being well looked after.

In order to be able to do this, we believe that there needs to be a formal agreement between the Nursery and Parents. The contract will outline the obligations and commitment, of both the Nursery and the Parents.

This is a contract between the Owners and Management of Little Einstein's Kindergarten Ltd. T/A Nithsdale House Nursery (referred to as 'the Nursery') and the Parents or legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Nursery.

A. The Nursery:

1. Will be known as '**Nithsdale House Nursery**' and will operate from a 620, Shields Road, Glasgow G41 2RD.
2. Is registered with Care Commission as a **Daycare Nursery** and operates within their regulations, guidelines and rules. Their Inspectors regularly visit the Nursery and conduct an annual inspection to ensure appropriate standards of care & education are being provided.
3. **The Contract**
 - a. Deposits will normally be returned 4 WEEKS after final Invoice has been paid. There will be a 2 week deposit for every child attending the nursery.
 - b. **Notice Period:** Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of **4 weeks written notice**, to reduce or cancel your child's normal booking.
 - c. Increasing your booking is subject to availability.
 - d. The **minimum** number of sessions that can be booked is **three per week**. Only under very special circumstance can a child be enrolled requiring less than this number.

B. Nursery Rules:

1. **Nursery Fees.**
Must be paid in full, monthly in advance on the first day of each month or the first day of attendance by standing order. Fees are payable 52 weeks of the year, including public holidays and sickness. **Interest @ 8%** per annum will be charged on invoices that are overdue for more than a month. £10.00 administrative charges will be levied for every reminder letter. You will have to bear all the legal expenses that arise due to late payment/overdue fees

Discounts. We offer a 5% discount off fees for having two children attending the nursery.

2. Funding for Early Years Nursery Education.

Being a new nursery we have applied for partnership funding with the City Council and are awaiting their response. We will keep you posted on the updates.

We accept children who are entitled to this funding but we do not offer as such 'free places'.

C. General:

1. **The Policy Statement Document** of the Nursery forms part of the Contract. Parents will be given the opportunity at the time of enrolling their child to study our Policy Statement Document, it will also be available at all times when the Nursery is open. Therefore, it is accepted that the Policy Statement Document (and its amendments that may occur from time to time, which will be notified to all parents) has been read and understood by all parents.
2. **The Nursery Prospectus.** This prospectus forms part of the Contract and supercedes all previous prospectus/contracts. All parents are given a copy of the nurseries prospectus before enrolling their child, further copies are always available. Therefore, it is accepted that the Nursery Prospectus (and its amendments that may occur from time to time, which will be notified to all parents) has been read and understood by all parents.
3. **Newsletter.** The nursery will produce a Newsletter on a regular basis. This will be used to keep parents informed of changes in staff, policies, procedures, etc., informing them of events, themes, etc. occurring at the nursery and general information regarding childcare matters. The nursery will keep parents informed of the activities of the nursery by as many means as possible.
4. **Car Parking.** Parents are reminded that it is a precondition of accepting their child's booking that they will not park their cars anywhere other than the designated areas for parking.
5. **Change of Address.** It is very important that parents inform the Nursery as soon as any change in the information they provided on the Enrolment Form occurs. This will include change of address or work details, telephone number (home, mobile or work), details of the alternative person to be contacted, address & telephone numbers, if neither parent can be contacted or in failure to collect, etc. This will allow our records to be kept up to date, so that if an emergency does occur, parents can be contacted immediately.
6. **Infectious Disease Control.** To help in the prevention of the spread of communicable infections we request parent's. (a) That the child will not be brought in if he/she has an infection. (b) Should an infection develop while in the nursery, the parent may be required to take the child home during the day. A list of recommended periods of exclusion from nursery is contained in our Policy Statement Document and displayed on the notice board.

NITHSDALE HOUSE NURSERY (CHILDCARE AGREEMENT)

Childs Name:	
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I/We **agree/disagree** to Little Einstein's taking photographs/video footage of our child at play. I understand that these may be used for both parent information and commercial/advertising purposes, as well as displaying within nursery.

I/We **agree/disagree** to our child to take part in spontaneous outings which is decided on a daily basis eg. library, park etc. and could possibly include travel by public transport.

I/We **agree/disagree** for my child to receive nappy cream, sun cream whilst in the care of Little Einstein's.

If I/We cannot be contacted and in the event of an emergency I/We **agree/disagree** to Little Einstein's to authorise any medical attention he/she requires.

I/We **agree** to pay fees in advance every month and also agree to pay over 52 weeks of the year including holidays and illness.

I/We have read, understood and agree upon the terms of registration mentioned in the prospectus, and believe that the information that has been provided is true and correct.

Signed (Parent/Guardian - 1):	Date:
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Signed (Parent/Guardian - 2):	Date:
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Please could you let us know how did you hear about us (Please circle the appropriate):

- | | | | |
|-----------------|-------------|-------------------------------|--------------|
| 1. Reference | 2. Radio | 3. Website | 4. Newspaper |
| 5. Yellow Pages | 6. yell.com | 7. Other, please specify..... | |