



**Quality Childcare Throughout
Scotland**

Brochure

**‘Caring for your children and
meeting the needs of today’s family’**



Childcare Scotland- About us....

Our first nursery was set up in 1989. This was a 30 place nursery providing care for children aged between 6 weeks and 5 years, however it soon became apparent that there was a growing need for a more diverse form of childcare. In February 1994 we expanded, opening our second nursery in Skelmorlie. Our Preparatory school was a huge success and both Kindergarten and an Out of School Care service followed. Further expansion using the recognized successful formula saw the opening of our Irvine nursery in July 1996, our Kilmarnock nursery in November of that year, followed by our take-over of Glasgow Caledonian University nursery in June 1998. The year 2003 was a busy time with the renovation of Melville House Nursery in central Edinburgh, the purchase of an existing purpose build facility in Falkirk and our own new purpose built centre in Aberdeen. 2004 saw the renovation of the former Burnside Children's Home to provide a flexible 142 place facility in Irvine and in 2005 the relocation of our Skelmorlie centre to nearby Largs. In December 2006 we were awarded the contracts to provide childcare facilities for Glasgow Strathclyde University with 56 places and in March 2007 we successfully tendered for Glasgow University Nursery with 74 places.

Our Vision, Values and Aims.....

Vision

The motto of our group is "caring for your children and meeting the needs of today's family" and within the Childcare Scotland group of nurseries we do exactly this by creating a "home from home" atmosphere in which your child can thrive. The qualified and experienced staff ensure that the children are happy and secure in a warm, caring and stimulating environment. Identifying the key elements of a good curriculum for young children is dictated by the need for both intellectual and physical stimulation, this encompasses the development of the senses, instilling confidence in the child and his surroundings and the appreciation of the roles and values of others in life.

Values and Aims

- To educate the whole child, taking into account the needs and preferences of the individual child.
- To provide an attractive and stimulating learning environment in which the children can play and learn safely.
- To encourage children to learn through exploration and investigation by providing interesting and challenging learning opportunities.
- To establish positive links with parents, primary schools and external agencies in order to provide the highest standard of care.
- To provide a working environment, in which every child and staff member is valued, appreciated and where employees are able to realise their full potential irrespective of their gender, race or disability.



Locations & Contact Details.....

- Aberdeen** Beech House Nursery is just off the busy Wellington Road area of Aberdeen, is a purpose build 108 place facility with both parking and drop off facilities. The nursery benefits from extensive private gardens and with its well-planned layout provides the ideal nursery environment. Day-care is available for children aged between 6 weeks and 5 years together with an out of school facility. The nursery core hours are 8.00am until 6.00pm and with extended hours to include Monday to Sunday 6am to 10.30 pm. Beech House will offer today's working parents a quality, flexible approach. Our **Manager at Beech House Nursery** is **Philippa Edgar**, who can be reached on **(01224) 871411 or beechhouse2004@aol.com**.
- Glasgow** We were successful in our tender for the nursery facilities at **Glasgow Caledonian University**. The nursery although in a modular building has been re-designed to provide well organised and age appropriate areas. The nursery is bright and welcoming. The nursery is open from 8am to 6pm, Monday to Friday and can accommodate up to 59 children from aged 6 weeks to 5 years. Our **Manager at Caledonian Nursery** is **Lisa Hood**, who can be reached on **(0141) 332 7654 or callynursery@aol.com**.
- Glasgow** We were delighted to be awarded the contract to provide a childcare service for the staff and students of **Strathclyde University**. The nursery is a bright, modern open plan facility where up to 56 children, aged 6 weeks to 5 years, can be accommodated from 8am until 6pm, Monday to Friday. There is a garden attached to the nursery providing an all year surface for outdoor activities. Our **Manager at Strathclyde University Nursery** is **Eileen Tinning**, who can be reached on **(0141)553 4125 or strathynursery@aol.com**
- Glasgow** We were further delighted in March 07 to be awarded the contract to provide a childcare service for the staff and students of **Glasgow University**. Glasgow University Nursery is housed in an elegant townhouse with each age group having their own areas as well as access to a split level garden for outdoor play. Children aged 6 weeks to 5 years can enjoy the nursery which is open Monday to Friday from 8 am until 6pm. Our **Manager at Glasgow University Nursery** is **Caroline McVeigh** who can be contacted on **(0141) 334 4650 or glasuninursery@aol.com**.
- Edinburgh** Melville House is an elegant Georgian property situated in Polwarth Terrace with easy access to the city and the surrounding Morningside, Merchison, and Myreside areas. The nursery benefits from off street parking and an extensive outdoor play and garden area. The internal designed play space offers exceptionally spacious accommodation. Our full range of childcare services are available for up to 105 children aged between 6 weeks - 15 years. Day-care is available for children 6 weeks - 5 years with out of school care for children 5 years to 15 years. The nursery core opening hours are Monday to Friday 8.00am until 6.00pm and with extended hours Monday to Friday 6am until 10.30pm, Saturday and Sunday 8am until 6pm. Our **Manager at Melville House Nursery** is **Kay Thompson**, who can be reached on **(0131) 313 0111 or melvillehouse@aol.com**.



Falkirk

Carronbank House Nursery is located in the prestigious suburb of Carron and was purpose built in the mid nineties. The nursery offers excellent facilities and outdoor play space with care from 8am to 6pm and a full range of childcare services for up to 68 children aged 6 weeks to 5 years in day-care. The nursery also offers a holiday club for children up to 8 years. Our **Manager** at **Carronbank House Nursery** is **Kay Thompson**, who can be reached on **(01324) 882589** or **carronbank@aol.com**.

Irvine

2004 saw the renovation of the former Burnside Children's Home in Irvine to provide a flexible 140 place facility at Burnside House Nursery. The nursery offers possibly the most spacious and flexible nursery in the central belt. This nursery replaces our original Irvine nursery, which closed in early 2002. Burnside House on Kilwinning Road is a large Victorian Mansion House with extensive parking and outdoor play space. As with all of our centres Burnside House offers the best in care and education with fantastic opportunities for children of all ages. Core opening hours are 8 am – 6 pm with extended hours to include Monday to Sunday 6am to 10.30 pm. The nursery is registered to take children from 6 weeks to 5 years in daycare and up to 12 years for holiday cover. Our **Manager** at **Burnside House Nursery** is **Caroline McVeigh** who can be reached on **(01294) 313180** on **burnsidehnursery@aol.com**

Kilmarnock

Our Kilmarnock nursery in the prestigious Dundonald Road opened in November 1996. The nursery, which is housed in a spacious Victorian Mansion, benefits greatly in its location adjacent to Kilmarnock's Howard Park. The nursery opening hours are Monday - Friday, 6.30am to 10.00pm and can accommodate for up to 120 children aged 6 weeks - 5 years in day-care together with holiday cover for children aged 5-12 years. At Kilmarnock our full range of childcare services are available. Weekend care is now available at our nearby Irvine Nursery. Our **Manager** at **Beechwood House Nursery** is **Michelle Murphy** who can be reached on **(01563) 573555** or **bhnatchildcare@aol.com**.

Largs

Our Largs Nursery is housed in a traditional sandstone detached villa. The nursery has a homely feeling with bright attractive playrooms. Our core hours are 7am until 7pm Monday to Friday and with extended hours to include Monday to Sunday 6.30am to 8pm. Largs provides a full range of childcare services for up to 48 children aged 6 weeks - 5 years in day-care together with holiday cover for children aged 5-15 years. Our **Manager** at **Summerlea House Nursery** is **Natasha McNicol**, who can be reached on **(01475) 672011** or **summerleanursery@aol.com**.

Head Office

Nurseries are supported by a Head Office team. Any other enquires should be directed to Head Office, details below.

Telephone number - **(01294) 277 950** Fax Number - **(01294) 312 765**

Address - Burnside House, 24 Kilwinning Road, Irvine, KA12 8RU

Email address - **childcarescotthq@aol.com**

Web Site - **www.childcarescotlandnurseries.com**



Baby Rooms (0-2 Years)

Our bright Baby-Rooms cater for babies aged 6 weeks to 2 years, a high staff to child ratio ensures that each baby has the routine that suits best. Staff are professional, friendly and care for babies individual needs.

Babies are encouraged to explore and discover their surroundings in rooms which have a variety of age appropriate toys and resources. Staff encourage babies to develop communication skills through listening to stories, recognising pictures in books and through singing and copying actions during familiar rhymes and songs.

Babies are encouraged to discover and explore the world around them when going for walks in the local community, during heuristic play and when exploring the treasure basket full of natural materials. Babies are given opportunities to become aware of their own senses during touch and feely activities, they enjoy messy activities when using paint, foam, gloop, jelly, sand and water play etc...

Babies develop their gross and fine motor skills through various physical activities both indoors and out, encouraging them to reach important milestones such as sitting, crawling, standing, walking etc...

Staff also encourage babies to develop important social skills by forming positive relationships with familiar adults and children around them, as well as learning the skills needed for feeding.

Parents are informed of babies daily activities on our daily report sheet, this also lets parents know when babies have been fed, changed and if they have slept throughout the day. Each baby has an allocated member of staff who will communicate with parents, observe and plan learning experiences specific to the developmental needs of the child.

We provide a safe, secure environment in which you can be confident your baby will learn and grow while being looked after by dedicated and caring staff.



Tweenie Rooms (2-3 Years)

Our spacious Tweenie Rooms are ideal for growing two year olds and encourage curiosity, imagination and creativity. Staff are enthusiastic, friendly and professional while caring for children's individual needs.

Children in this age group benefit from a variety of resources and equipment set up in areas within each playroom including a role-play, messy, physical, story, sensory, table-top and small world. Children are encouraged to develop independence skills through toilet training, washing hands, brushing their teeth and feeding themselves.

Staff aid children's learning by providing experiences that help to develop communication skills. We do this through activities that encourage children to listen to stories and poems, understand and follow simple instructions, use their imagination while participating in role-play and through expressing ideas, thoughts and feelings.

Children are encouraged to begin to recognise shapes and colours in the world around them. They enjoy using a variety of media and techniques during arts and crafts activities and enjoy sand and water play.

Staff encourage children to take part in energetic physical activities indoors and out, explore different ways to move their bodies, co-operate during games to become aware of rules and be aware that exercise keeps us healthy.

In this age group we encourage children to form positive friendships, share and take turns, learn to say please and thank-you. Children enjoy eating socially as part of a group and begin to learn independence while eating as well as table manners.

Parents are informed of children's daily activities through daily report sheets, staff observe children during play and learning experiences and plan the next steps for the child's development. Each child has their own personal profile folder which is kept in the playroom and available for parents to look at any time. We also have regular parent's evenings so parents can discuss their child's development with staff.



3-5 Years

In day-care groups we are committed to ensuring that each child is given the opportunity to achieve and reach their full potential while being supported by qualified and dedicated staff.

Children attending our nurseries are offered a variety of good quality learning experiences through all curricular areas. They are encouraged to be active in their own learning and are challenged by staff who encourage children to learn through play as well as a variety of individually planned learning experiences.

While following the curriculum for excellence we provide many opportunities for children to learn through a variety of experiences in different areas of our rooms and classrooms.

These include:

- Story corners where children can choose from a variety of different books which helps support their literacy skills.
- ICT where children are able to learn early computing skills and explore other electronic toys.
- Role-play areas that support the children in developing imagination
- Table-top that has a variety of puzzles, games and construction.
- Number areas that supports early maths skills
- Science areas that encourage children to experiment, look after living animals and plants.
- Physical areas where the children can have energetic play and learn how to participate in team games.
- Messy area where we have sand, water, painting, baking etc...

Children have access to our outdoor areas which provides various learning opportunities. We make good use of our resources and encourage children to learn through exploration and investigation by providing interesting and challenging learning opportunities.

Our children have the opportunity to make choices about their learning through children's idea sheets and mind maps. Children benefit from a group worker who observes the child and plans for their next steps in their development and learning. Children enjoy learning and have access to their profile of progression whenever they choose, they are free to add pictures and photographs etc...

Our staff interact well and know each child as an individual, children feel safe, valued and secure within the nursery environment.



Curriculum - 0-3 Years

Through using Scotland's Pre-Birth to Three national guidance we support our youngest children in their learning. The following four key principles ensure children have the best start:-

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

We offer children under 3 a variety of learning experiences in the following areas:-

- Health and Wellbeing
- Communication
- Co-ordination & Movement
- Sensory
- Discovery

Curriculum - 3-5 Years

Through using the Curriculum for excellence we able to offer a curriculum which is clear, flexible and takes individual children's needs into account.

We ensure that children are challenged and learning experiences are relevant to the individual child. The curriculum takes full account of local and national advice and follows the principles of the curriculum for excellence, we ensure there is challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance in the learning opportunities the children experience.

We encourage children at all times to be:-

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

We offer children various learning experiences from each of the Curricular Areas below:-

- Health and Wellbeing
- Literacy and English
- Mathematics
- Expressive Arts
- Religious and Moral
- Technologies
- Sciences
- Social Subjects



Partnership with Parents

Childcare Scotland recognises that working in partnerships with parents is of major value and importance to the nurseries enabling everyone to provide a happy, caring and stable environment for all children. We aim to form a good relationship with parents so that information regarding your child(ren) can be exchanged easily and comfortably with nursery staff.

Communication

Each child is assigned a Nursery Nurse who, on a daily basis, will inform you or pass on details of your child's day at nursery. Parents of Babies (0-2 yrs) and Tweenies (2-3yrs) are given a 'Daily Report Sheet' which can also be used by parents to communicate information to the nursery.

Daily activities, routines and events are displayed on the main nursery notice board.

It would be helpful to our staff and beneficial to your child if the following requests were met:

- Please update yourselves regularly with notices on the main notice board as well as the notice board displayed for each age group. You may be asked to temporarily provide an item from home relating to a current topic.
- Please inform a senior member of staff if there are any important changes at home. This information will be treated with complete discretion.
- Parents are asked to ensure that all items of clothing are clearly marked with the child's name.
- Please ensure the nursery has your current email address so newsletters etc... can be emailed to you.



Celebrations & Festivals

We celebrate a range of different cultural and religious festivals alongside seasonal events throughout the year. We encourage children to be aware of their own beliefs as well as others.

Company Policies & Procedures

We have comprehensive range of policies and procedures, these are available for parents to read. Our policies include Child Protection, Behaviour Management, Complaints and Equal Opportunities amongst others. If you would like to discuss any of the nurseries policies please see the Nursery Manager.

Childcare Scotland operates a 'No Smoking Policy'.

Safety & Security

Our policies and procedures are aimed to protect the health and safety of your child. We also operate the SCSWIS recommended staffing levels in all rooms and play areas.

We have taken a number of steps to ensure your child's safety whilst at nursery, including the following:

- Where a door is not directly opened by staff you will find a visual or intercom door entry system at the main entrance.
- All outdoor areas are securely fenced and gateways fitted with secure locks.
- Children will not be released to anyone unknown to staff or to someone who is under 16 years of age or without authorisation from parents/guardians.

We ask that you do not allow access to any other person when entering or leaving the nursery, even if you believe it to be another parent. This may appear rude but we feel is a necessary step to protect your child.

Illness at Nursery / Medication

Childcare Scotland provides a service for parents who are returning to work, we understand and appreciate the difficulties of raising a family. For some a child taking ill while they are at work not only means concerns for the child's welfare but concerns about work and needing time off.

If a child takes ill at nursery we immediately assess the situation and after all options have been eliminated we would contact the parents to inform them of their child's condition. If we believe the child to be infectious or if we consider it to be in the child's best interest to be at home with their parent then we would request the parent to collect their child. If you are unable to leave your work then we would ask you to arrange another adult to collect your child.

We are only able to administer medication if the medicine is prescribed, clearly labelled and an "Administration of Medicines" form has been completed by the parent.



General Information

- A small, non refundable, Registration Fee is required to secure your child's place.
- A Deposit for day-care is payable prior to starting nursery (Excluding Glasgow University Nursery). This can be paid at the time of Registration or alternatively no later than 2 weeks prior to your child's start date. Please note that should you pay your Deposit at the time of Registration you will not be required to pay a 'Registration Fee'. Your Deposit will be deducted from your final nursery accounts. Please ask at the nursery for details.
- Fees are paid in arrears and collected by Direct Debit on the 2nd of each month; fees should be paid no later than the 4th of each month.
- Other terms and conditions are available on request and also appear on our Registration Form.
- Day-care fees include all meals (Excluding Strathclyde University Nursery & Glasgow University Nursery) snacks and drinks, with the exception of baby formula milk.
- Nappies are included for under 2's (Excluding Strathclyde University Nursery & Glasgow University Nursery) with all creams supplied by parents to be labelled.

We have endeavored to give you a brief glimpse of what is on offer at Childcare Scotland, but a personal visit to the centre of your choice will allow you to see our quality service in its entirety. To arrange a visit or to answer any queries please do not hesitate to contact us.

Thank you and we look forward to seeing you soon