

2025-2026



Deans Early Learning and Childcare Handbook

Thriving, learning, achieving...together.

Welcome to Deans ELC

On behalf of the staff at Deans ELC, I would like to extend a warm welcome to you and your child. I am pleased that you are sending your child to our nursery and look forward to working in close partnership with you to support your child's learning and development at this stage of his/her education. We pride ourselves in providing a safe and happy environment where children are encouraged to achieve their personal best through meaningful play experiences and to develop an interest in learning which will remain with them throughout their lives.

Home and school are a key influence on a young child's life and I know we can work effectively together to ensure your child has the best opportunities and learning experiences during their time at Deans. As your support is vital to this process, we will keep you regularly informed of your child's development and progress. The nursery operates an open door policy and parents/carers are most welcome to arrange an appointment to visit the setting to discuss their child's progress.

I hope that this handbook will be both useful and informative. For any further information, please contact the nursery staff in the first instance who will be pleased to answer your questions. Most especially, I hope that you will keep in the forefront of your mind the vital role you have already played and must continue to play in your child's learning and development. We look forward to a happy, successful partnership working with you and your child.

Elaine Butcher

Head Teacher (Acting)



WELCOME TO DEANS NURSERY CLASS

Deans Nursery Class

Deans Primary School

Deans South

Deans

LIVINGSTON

West Lothian

EH54 8DB

Telephone No: 01506 283171

The nursery is open Monday to Thursday 8am-3.30pm

Start times and pick up times within these hours are flexible to meet you and your child's needs. We would however, recommend your child arrive as early as possible for the session so that they do not miss out on essential learning experiences. Please discuss your individual requirements with the team.

STAFF

Head Teacher:

Mrs Elaine Butcher (Acting)

Depute Head Teacher:

Mr Brian Weir

ELCASM (Early Learning Childcare Area Support Manager)

Miss Lynsey McQuade

Early Years Officers:

Miss Cheryl Bambrough

Mrs Morna Anderson

Nursery Practitioners:

Mrs Lorraine Whatcott Miss Sarah Swanson

Mrs Michelle Clark Mrs Sylvia Buckle

Mrs Laura Ross Mrs Maryann Dry

Pupil Support Workers:

Miss Lindsay Dufton

Mrs Marion Frame

Other adults working in the nursery class may be supply staff, students or other professionals who may see your child during our nursery sessions.

Our Vision, Values and Aims

Our nursery values are at the heart of everything we do. In consultation with our pupils, staff and parents last session, we agreed our values would be: ***Nurtured, Respected and Safe.***

We think it is important that our pupils are helped to understand and experience our values and so we spend time discussing and exploring these through stories, play opportunities, songs and games.

We believe it is vital our school community 'live' these values and we hope you can see them in action in Deans Nursery on a daily basis.

Our Vision Statement: "*Thriving, learning, achieving...together.*"

Values: Nurtured, Respected and Safe

Aims:

We aim to:

- Make sure everyone feels welcome, valued and part of our nursery family
- Provide a learning environment that is stimulating and safe
- Get to know our children and families well and do our best to support their individual needs
- Promote and protect the social, emotional and physical wellbeing of our children
- Provide our children with meaningful experiences that respond to their interests and develop skills for their future

Our Aims	How does this link to our Vision?	How does this link to our Values?	How does this link to the United Nations Convention on the Rights of the Child?
Make sure everyone feels welcome, valued and part of our nursery family	Thriving Together	Nurtured Respected	Article 2 You have the right to protection against discrimination. This means that nobody can treat you badly because of your colour, sex or religion, if you speak another language
Provide a learning environment that is stimulating and safe	Learning	Safe Nurtured	Article 19 You have the right to be protected from being hurt or badly treated Article 29 You have the right to education which tries to develop your personality and abilities as much as possible and encourages you to respect other people's rights and values and to respect the environment
Get to know our children and families well and do our best to support their individual needs	Thriving Achieving Together	Nurtured Respected	Article 29 You have the right to education which tries to develop your personality and abilities as much as possible and encourages you to respect other people's rights and values and to respect the environment
Promote and protect the social, emotional and physical wellbeing of our children	Thriving	Nurtured Respected Safe	Article 19 You have the right to be protected from being hurt or badly treated

			<p>Article 3</p> <p>All adults should always do what is best for you</p> <p>Article 24</p> <p>Every child has the right to the best possible health.</p>
Provide our children with meaningful experiences that respond to their interests and develop skills for their future	Achieving	Nurtured Respected	<p>Article 29</p> <p>You have the right to education which tries to develop your personality and abilities as much as possible and encourages you to respect other people's rights and values and to respect the environment.</p>



Starting Nursery

What to expect:

At Deans we aim to provide a warm and friendly atmosphere to make you and your child feel welcome and relaxed. On your child's first day at nursery, children and parents/carers will be welcomed, written details checked and procedures for daily registration and collection will be explained. On this occasion, the parent/carer remains with the child and both stay for around an hour. This will allow everyone to become a bit more familiar with the nursery. Your child may have been to nursery or playgroup before but remember, to them, everything at Deans will be new and different. We like to take our time to get to know the children properly so please allow a week or so to let your child settle in gradually. The nursery team will advise you of the best length of time to stay to begin with. Everyone is different and we try our best to suit the individual needs of all.

Settling In

We will provide a safe and stimulating environment in which your child will feel valued and respected as an individual.

At the beginning, most children find the nursery an exciting and stimulating experience. However, a few children find it quite overwhelming. Together we can work out the best approach to help your child to get the most from their experience at nursery.

Ways in which you can help

Although most children settle quickly you may be asked to stay with your child for the first few sessions until their confidence increases.

We recommend initially that they stay at least an hour to enable them to get used to the new routines.

Once your child is more settled you will be able to increase the amount of time you leave your child as they realise that you will come back!

We welcome your comments and suggestions and will listen to any concerns and treat them confidentially.



Coming to and from nursery

Drop off: Please bring your child into the nursery cloakroom where you can help them to hang their jacket and bags up and change their shoes. A member of the team will welcome you and your child and sign them in. Please ensure you take your child into the nursery room and do not leave them in the cloakroom.

Pick up: A team member will let you into the nursery where you can collect your child from the nursery room. Please ensure that anyone who will be collecting your child from nursery is aware of your child's password. If there is a change from the usual collector, can you please let the team know at drop off or, if circumstances change during the session, by contacting the school office.

Please note: It should only be a member of the nursery team that lets you in or out of the nursery cloakroom. This is to ensure the safety of all the children.

Your child will be provided with a nursery bag to remain on their peg. **Please store at least one change of clothing inside.** If nappies and wipes are required please give these to a member of the team on a Monday with enough for the week to be stored in their individual nappy boxes. If you need to provide another bag (for example for a childminder) please put it beneath the bench out of harm's way. Please be aware that the team do not have responsibility for these bags and **medication should always be given to a member of the team and should not be stored in these bags at any time.**

The nursery has a very limited supply of clothing for changing children, therefore, it would be appreciated if your child is changed into nursery clothing that these items are laundered and returned as soon as possible. Thank you!

Your child will be given a peg with their name on it. Outdoor shoes should be put on the bench under their peg. For the children's safety, all children must have soft soled shoes (gym shoes) that must be worn indoors and be clearly labelled with their name.

All children must be brought to the nursery and collected from nursery by an adult. No person under the age of 16 can do this and under no circumstances can the nursery team hand over a child to another child.

When you are in the nursery at the start or end of a session please feel free to chat to us so that we can exchange information that will help your child relax and have fun at the nursery. We would kindly ask that you do not chat to the team who are supervising

at the doors as they are there to ensure that no child leaves without an adult. There will be other member of the team more than happy to talk with you in the nursery.

We realise that this is a lot to remember, so please just ask a member of the team if you are unsure about any of the arrangements mentioned above!

Our Nursery Day - Example

Nursery opens from 8am	Welcome and Self Registration
8.00am - 8.30am	Free Flow Breakfast
8.00am – 11.05am	Child Initiated and Structured Play (this may include skill sessions)
11.05am - 11.30am	Reset and together time
11.30am - 1.00pm	Free Flow Lunch
1.00pm - 3.30pm	Child Initiated and Structured Play
2.15pm -2.45pm	Free Flow snack
3.00pm - 3.30pm	Reset, together time and pick up

Communication

Communication is an area we are continually working on to ensure no one misses out on important information. We have several approaches to communicating news. We use a news board in the corridor for events and points of interest.



Information regarding your own child will be shared with you through SeeSaw which is a secure online profile. The team will upload photographs and comments, about your child on this for you to view. All accounts are password protected and only you can access your own child's profile. General information will be shared in the message section of SeeSaw.

The Nursery Curriculum

In line with National Guidelines our curriculum is based on the Early Level experiences and outcomes of Curriculum for Excellence. We aim to ensure that your child's education has good breadth and depth which enables them to develop skills for learning and life. We place emphasis on literacy, numeracy and promoting a healthy lifestyle. We also refer to the guidelines set out in Realising the Ambition: Being Me.

The Nursery in the Primary School

The nursery is very much part of the primary school and school facilities are available for use. At times, the nursery will join in with the school and take part in special events, attend assemblies etc. Your child will also become familiar with the school through routines such as taking the register to the office, collecting resources, playing in the gym hall etc. School children may also visit the nursery for individual projects or to help.

Outings and Special Visitors

As part of our Early Years Curriculum, we like to consult with the children and follow up on their interests. This can often take us out and about in the local community and sometimes further afield. For any outings, we require specific permission from parents/carers and we may ask for appropriate payment to cover costs.

We regularly access the local community to enhance children's learning opportunities. We will ask you to fill in a permission form for these as part of your child's induction paperwork and you will be asked to update this at the start of each academic year.

We often have visitors from various professional and community agencies (e.g. Police, Health, Educational Psychologist, Doctor, Dentist, Speech and Language Therapist) to help advise us or simply to talk about their jobs with the children as part of our learning. We regularly liaise with these agencies to ensure we are getting it right for your child. If you do not want your child included in any discussions, please let us know.

grow up. It seeks to ensure that children are **Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included**.

Getting It Right affects every child in Scotland. It affects parents and carers, giving them additional help if they need it and the opportunity to be involved in planning any extra, targeted, support their children may need. However, it also changes the way in which different organisations, including health, education, third sector children services, youth justice and the police in Scotland, work together to ensure the best outcomes for children and young people.

Getting It Right was introduced by the Scottish Government in 2008. All public services were encouraged to become involved in making it work because it was widely known that Getting It Right is a great way of helping children and families.

The main features of GIRFEC include:

- Where a number of services need to cooperate to help support children and their families, a Lead Professional (usually the Health visitor for pupils of nursery age) will be appointed to ensure there is good coordination
- Where needed, supporting agencies and organisations will help assess a child's wellbeing and will work with children and families to ensure good outcomes for the child
 - A single planning system for children, aimed at identifying children's wellbeing needs and setting out how services and parents can collaborate to support children and young people
- Ensuring that the expressed views of children, young people and their parents or carers are gathered and considered to ensure these views inform plans for extra, targeted support.

If you would like to find out more about the GIRFEC agenda, please feel free to have a look at our GIRFEC info packs in the nursery cloakroom or speak to a member of staff.

To help promote GIRFEC, the agenda stickers are used to promote the 8 indicators to instantly highlight positive behaviour within the nursery.

Learning in Partnership

Personal Plan

Every child attending the nursery will have a personal plan which sets out how the child's health, welfare and safety needs are to be met. This is a legal requirement in line with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011.

The personal plan is included in the welcome pack to be completed by parents/carers when a child starts nursery. The team are available to support the completion of this document.

The personal plan will be reviewed with your child's key worker, at least once every 6 months.

Learning profile on SeeSaw

The nursery team regularly observe and assess progress and development of children on a system called SeeSaw. When starting the nursery, all children are allocated a Key Worker. This member of the team will be responsible for the overall upkeep of your child's profile although all team members will contribute throughout the session.

Parents will be asked to provide an email address so they can be given log in details to access their child's SeeSaw profile. This is a secure system, endorsed by West Lothian Council. No other parent will be able to access your child's profile.

We would encourage parents/carers to regularly access and add their own posts to their child's SeeSaw profile thus creating an all-round record of children's achievements and successes.

Children's photographs are a large part of the evidence we gather.

Working with Parents/Carers

All of us, as a team, recognise that parents have more influence over their children's education than we do, and that being a parent is the most difficult job in the world, for which few people receive any training. We enjoy working together with parents, to help them to give their children the best possible start in life.

Each child is an individual and will be valued as such. We will work together to build self-esteem, self-confidence and self-worth in your child which will create the best foundation for present and future learning.



To support and help us please encourage your child to:

- ✚ socialise with other children and adults
- ✚ cope with basic hygiene (toileting, hand washing, nose wiping etc.)
- ✚ dress and put on their own shoes
- ✚ listen and respond to instructions
- ✚ help with tidying up
- ✚ take part in simple supervised tasks

Ways in which you can help:

- ✚ encourage your child to draw with a variety of materials - crayons, pencils, felt tips and paints
- ✚ read together
- ✚ count together
- ✚ talk together
- ✚ discuss colours
- ✚ play together
- ✚ encourage your child to explain things clearly

Through play, children can make sense of their world and can develop many physical, social, emotional and intellectual skills within the safety of a structured environment.



Stay, Play & Learn

Stay, Play and Learn sessions are a great opportunity for you to become involved in your child's learning within nursery. Parents/carers can spend time with their child participating in the play and learning opportunities on offer, giving them a great insight into how children learn in our nursery and what the current learning focuses are. These sessions take place during the last week of each month with morning and afternoon slots available. We would love if you came along to spend some time engaging with your child.

The Big Bedtime Read

Reading to your child is a fantastic way to help them develop listening and talking skills as well as expanding their vocabulary and imagination. One of the ways we like to promote this is by providing families with access to a range of books/story sacks that can be borrowed on a weekly basis. Your child will have the sack on their peg to take it home and, when bringing back, please put them in the box in the entry cloakroom. We are always looking for parent helpers to carry this out so please speak to any member of staff if you are keen to help out.

Medication



The team must be informed of any medical condition that your child has and a form needs to be completed if they require medication to be administered during the nursery session.

Please note, all medication must be provided in its original container/packaging and children must have been given the first dose of the medication by the parent prior to the nursery administering any further doses. This is to ensure that both parents and the nursery team are made aware of any reactions. All prescribed medication must have the prescription label attached confirming your child's name and the dosage.

Medication should never be left in your child's bag in the cloakroom. Any medication found in a bag will be removed. This is for the safety of all the children in the nursery. Please note, it is not the responsibility of the nursery team to hand medication between parents/carers/childminders of the children.

<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>

Infection Control

Help and support is offered to children to promote independence in good hand hygiene practices. We actively promote good hand hygiene through frequent handwashing on arrival at nursery, before and after mealtimes and after using the toilet. We encourage children to avoid touching their faces including mouth, eyes and nose, using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. To minimise the spread of infection we follow Public Health Scotland Infection Prevention and Control guidelines.

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf

Sun cream

We are able to apply sun cream to your child arms, legs and face. Parents must supply their own sun cream and complete the necessary paperwork before this can be done. Sun cream should have your child's name on the bottle along with the date handed in and will be kept in nursery. **Please note it is a parent/carers responsibility to apply the first application of sun cream to your child before they come to nursery.**

Health and Safety

For health and safety reasons and to help the smooth running of the nursery we ask that:

- ✚ Parents/carers do not bring cars into the school car park
- ✚ Parents/carers leave buggies and prams outside the nursery
- ✚ Parents/carers do not open the security door for other parents/carers/children
- ✚ Children should not bring scooters, bikes etc. into the nursery entrance

Bringing Toys to Nursery

The nursery is equipped with lots of different toys. To avoid children being upset in the event of their favourite toys being lost or damaged, it is better that personal toys are left at home.

Emotional and Social Development and Behaviour Management

It is important that we help the children in nursery develop their own personalities while considering the needs and feelings of others. We teach the children how to show respect for one another and how to look after one another.

We promote positive relationships by giving the children stickers that link to the eight Health and Wellbeing indicators identified in the GIRFEC agenda. Each indicator has an emoji and they are all named to make them child friendly and easy for the children to recognise. Children will receive a sticker or lanyard if they have been displaying behaviours/attitudes that promote one of the indicators in a positive way, for example, a child may receive an 'Iris Included' sticker for playing with their friends and including others in their game.

We encourage the children to sort out problems by openly discussing their feeling about what has happened and trying to find solutions to their problems. We try to encourage self-regulation of behaviour and frequently use social stories as tools to encourage reflection on behaviour and to find a solution. If your child is having difficulty, we will let you know so we can work together to find a way forward.

Snack and Lunches

West Lothian Council nurseries follow guidance from Setting the Table for the nutritional needs of all children. Below is the timings for all our mealtimes. As a term time nursery we aim to provide 70% of your child's daily nutritional intake through these snacks and mealtimes.

As a parent you do not need to provide your child with snacks or water bottles for their time at nursery. Milk and water is available at all the times below and water is available throughout the day. We do encourage children to drink using a cup at nursery. If your child requires a specialised bottle please speak to a member of the team.

Time	Event
8.00am - 8:30am	Breakfast
9:30am -10:00am	Morning Snack
11:30am - 1pm	Lunch
2:30pm - 3pm	Late Snack

- Light meal, e.g. breakfast, provides 20% of a child's energy requirement.
- Snack, mid-morning, provides 10% of a child's energy requirement.
- Main meal, e.g. lunch, provides 30% of a child's energy requirement.
- Snack, afternoon, provides 10% of a child's energy requirement.

If you would prefer, you can provide your child with a packed lunch. Please ensure that you include a cool block inside the packed lunch bag as we are unable to keep these refrigerated in the nursery. **You can find information on healthy choices for packed lunches on the Parent Club website:**

<https://www.parentclub.scot/>

Clothes

Your child should come to nursery wearing clothes which enable him/her to take part in all activities without worrying about them being spoiled. Children are able to play with paint, water, glue and explore outside every day so it is likely that they will be less than spotless by the end of the nursery session! Our mud kitchen and digging areas are very popular and there are many learning opportunities in our garden. Please send your child to nursery in clothes that are okay to get a bit muddy.

Outdoor play is an important part of the nursery day and we offer the chance to go outside every day in all weathers. We go out for forest walks which are an invaluable experience for the children to take part in. In order that your child may enjoy this, they should come to nursery with warm outdoor clothing in the winter with appropriate clothing and footwear for outdoor walks and experiences.

If you wish to purchase a nursery polo shirt and/or sweatshirt, you can do so from borderembroideries.co.uk or myclothing.com. Please remember that it is essential that these items are clearly labelled to avoid confusion for children, staff and parents/carers.

To develop independence, we ask that children wear clothes and shoes which they can easily take off and put on again, on their own, when going to the toilet or changing for outdoor/indoor play. In the interests of safety, jewellery should not be worn in the nursery.

We also ask that you provide a pair of wellington boots for your child to leave in nursery. This makes outdoor time easier for the children as they can recognise their boots and get ready independently (remember to name them please). We will continue to provide waterproof trousers, jackets, hats and gloves for children who do not have their own.



Attendance

If your child is ill and likely to be absent you must inform us on the first day of your child's absence by telephone. The school office phone number is 01506 283171 (option 2). If we do not hear from you by 9:30am, we are obliged to text/phone to find out why your child is absent. If we are unable to contact you, we will notify the management team who will then take steps similar to those taken in the school setting which may result in health visitors, social work or police being informed.

Please keep your child at home until they are fully recovered even if they really want to return. This is particularly important in the case of sickness and/or diarrhoea when your child must not return to nursery UNTIL 48 HOURS AFTER THE SYMPTOMS HAVE STOPPED.

It is important that we can contact you in an emergency so make sure that you keep your emergency contact information up to date.



Photographs

As mentioned previously, sometimes we take photographs of children at work and play for display purposes. If you have any objections to your child's photograph being taken please let us know when you enrol them.

- **Publicity:** From time to time members of the press/media are invited into schools to cover events celebrating success.
- **School Activities:** Photography by staff of events, outings, activities etc. may be used in the curriculum and will be displayed within the nursery, on our blog, school website, facebook and twitter accounts. Folios of children's progress are kept and these will include photographs taken by staff of children taking part in curricular activities.
- **Special Events:** Parents may wish to record these occasions e.g. sports day etc. Photography may be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. Please ensure that permission has been given by staff prior to photographs being taken. Parents will be asked to inform the nursery teacher if they do not wish their child to be photographed in connection with these events.

Breast Feeding Friendly

We are a breast feeding friendly nursery and we have a comfortable area available for breast feeding, just ask a member of staff to point you in the right direction.

Complaints Procedures

It is important that the nursery runs smoothly and that we work together in a spirit of co-operation in your child's best interest. In the event of complaints, we will make every effort to respond quickly and appropriately. All complaints will be dealt with confidentially. If you have any problems or complaints, please come and speak to the nursery staff or a member of the school management team. If you are not happy with the outcome you can register your complaint with:

Customer Services West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF
Telephone: 01506 281255

Or with

Care Inspectorate:
Compass House
11 Riverside Drive
Dundee
DD1 4NY
Telephone: 08456 009527

We look forward to working with you and your child and hope that your child's time in our nursery is happy and fulfilling.