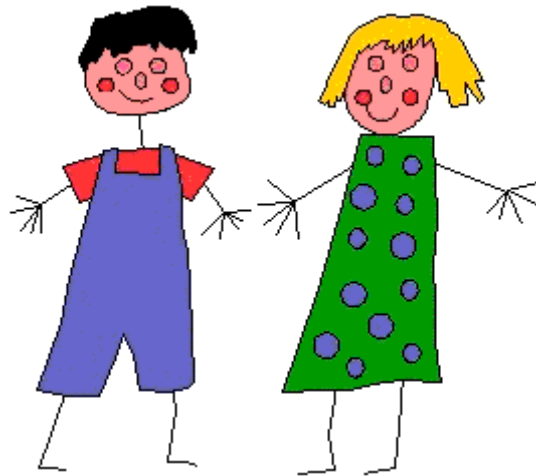


# Tweenie Room

## Parents Handbook



Dear Parents,

Welcome to the Tweenie room. We have put together this handbook, which will explain a little about the room and our policies and procedures. Our staff are always available, if you would like to have a chat about anything at all.

## **STAFF**

Kerry Stalker, Room Supervisor – Kerry joined Childsplay nursery in 2001 as a nursery assistant and completed her HNC in Childcare and Education becoming a fully qualified Nursery Nurse. Kerry has primarily been based in the Tweenie room and was appointed Room Supervisor in 2008. Kerry then went on to complete her SVQ IV in Childcare and Nursery Management and was appointed Assistant Manager in June 2011.

Alicia Reilly-Alexander, Nursery Nurse – Alicia joined us in 2012 as a Nursery Nurse. Alicia previously worked at the Corner House nursery for 10 years. Alicia works full time.

Claire Twamley, Nursery Nurse – Claire joined Childsplay in 2009 and undertook her modern apprentice. Claire gained her SVQ 2 in 2010 and completed her SVQ 3 in 2014 and is now a fully qualified nursery nurse. Claire works full time.

Jenn Stout, Nursery Nurse – Jenn joined Childsplay in 2014 as a nursery nurse. Jenn had previously worked at Little Monkeys nursery and more recently at Jenn's Den. Jenn is a mother to 2 children and works part time. **Jenn is currently on secondment at our sister nursery in East Lothian.**

## CURRICULUM

In the Tweenie room many of the activities and learning experiences are based around the Pre Birth to three framework.

### Pre Birth to Three, New National Guidelines

What is the birth to three framework?

The national guidance and multimedia resource, [Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families](#).

Who is the framework for?

This framework aims to support those working with children aged 0-3 years in the City of Edinburgh Council, partner provider nurseries, playgroups, voluntary organisations and childminders.

What does the framework set out to do?

The national guidance sets out to facilitate students and staff working with and on behalf of our youngest children and their families. It includes important information on pre-birth and brain development and it reflects the principles and philosophy which underpin the Early Years Framework and Curriculum for Excellence. The programme promotes good practice and aims to support and improve the quality of care for children aged 0-3 years in Edinburgh.

The framework pulls together information that will support the Early Years sector in using the three key features (4Rs) of:

Relationships

Responsive Care

Respect

Rights of the Child

Through the 4Rs, effective support and learning opportunities for very young children can be provided and developed. The framework supports a flexible, holistic approach to working with babies and young children in a range of care settings with due regard to ability, ethnicity and gender.

Nine features of the key principles in practice

It is suggested that the following nine features of practice may be an effective way of supporting staff as they implement the four key principles.

The nine features are:

Role of staff    Attachments    Transitions    Observation, Assessment and Planning  
Partnership Working    Health and Wellbeing    Literacy and Numeracy  
Environments    Play

For more information about the Birth to three curriculum, it is displayed on the notice board and wall outside the room or on the website , [www.ltscotland.org.uk/earlyyears/prebirthtothree](http://www.ltscotland.org.uk/earlyyears/prebirthtothree) , or you can discuss with any member of staff.

## GIRFEC. and SHANARRI

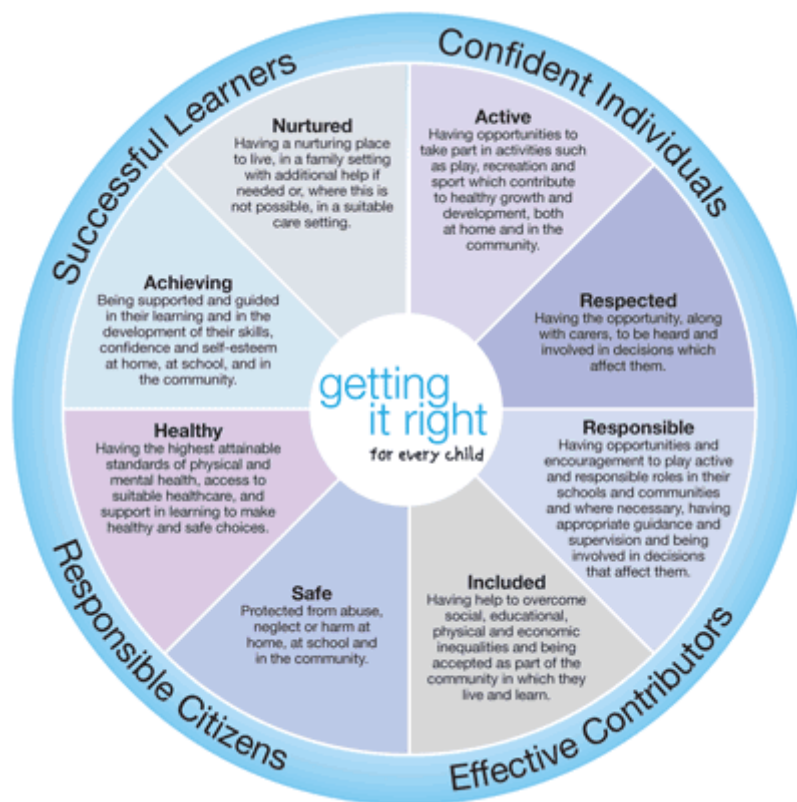
GIRFEC stands for Getting It Right for Every Child and is an initiative for every person who works with children and young people. The approach helps us to focus on what makes a positive difference to children and how we can act to deliver these improvements.

The wellbeing of children and young people is at the heart of *Getting it right for every child*. The approach uses eight areas of wellbeing in which children and young people need to progress in order to do well now and in the future. These are **Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included**.

They are commonly referred to as the SHANAARI indicators.

We use them in the nursery to ensure every child has the basic requirements to grow and develop and that we provide an enriched environment to help them reach their full potential.

For more information please refer to: <http://www.gov.scot/Topics/People/Young-People/gettingitright>.



Promoting the well-being of children throughout childhood relates to the aspirations for the future that all children should grow to be: **confident individuals, effective contributors, successful learners and responsible citizens**.

## **ELECTRONIC LEARNING JOURNALS AND OBSERVATIONS**

At Childsplay we use electronic learning journals. This system enables staff to make observations, track progress and plan next steps and then upload these onto your child's electronic profile. You will be able to access your child's profile anytime you want, as long as you have internet connection, and be able to post comments/ideas/suggestions on your child's profile which will be used by the keyworker to help plan next steps in your child's development. Observations are usually only recorded when they provide evidence of a child's level of achievement, their interests, learning styles or a significant event that will help staff when formulating next learning steps or planning learning experiences which reflect each child's needs. On average, we record one observation every couple of weeks, but also record achievements and completion of next steps. Using electronic learning journals will enable parents to participate in the planning process for their child and will also enable them to let staff know of things achieved at home or if a child has shown an interest in something. We also keep a folder for each child as a learning scrapbook, with evidence of your child's work during their nursery time.

The system is very secure. The connection is made using a secure server holding a SSL certificate. (Meaning the address starts with <https> and carries the padlock symbol.) You will be the only one outside of the nursery that can view your child's profile and you will access it with a unique username as well as a password and PIN that you create. When your child leaves the nursery we are able to transfer your child's learning journal to whatever school they will be joining, if they use the electronic learning journal system, or we can download your child's information onto a PDF file and email it to you. Then we will delete all of your child's records from the system.

## **PARENTS EVENINGS**

We hold parents evenings twice a year in April and October, when we ask you to come along for a chat with your child's key worker. Although you can speak to staff in the room on a daily basis, this is an ideal opportunity to have longer discussions with your child's key worker.

## **ROOM ROUTINES**

Breakfast time is between 8.00 & 8.30am. Some Tweenies bring in their own box of cereal, which we keep in the nursery for them. Some parents do not have time to give their children breakfast before they leave the house in the morning, therefore if this is the case with your child, please feel free to do the same.

Morning snack is at 9.30am and generally consists of toast and milk.

Lunch is served at 12.00 noon and the children will be offered that day's lunch. If they genuinely do not like what is on offer they will be offered an alternative. However, if they refuse to try the offered lunch, then they will not have the same pudding as the other children, but will be given fruit. This is following guidance within the Scottish Executive nutritional guidance for early years.

Afternoon snack is at 3.00pm where the children are offered a selection of fruit and/or vegetables and a drink of water.

Teas in the Tweenie room are given at 4.30 in the afternoon. Due to an increased number of children having teas in the Tweenie room we would ask that you provide something cold ( i.e. sandwiches, crackers) or something that can be re-heated in the microwave.

## **MORNING ARRIVAL**

We have a signing in sheet, which is on a clipboard in the Tweenie room. Staff sign the children both in and out of nursery as this sheet acts as a fire register for that day. There is also a sign in board outside the room for the children to sign themselves in. This is a first step towards name recognition.

## **MEDICINE**

If a child has medicine which must be given during the nursery session then the parents must fill in the medicine form alongside a member of staff giving all the relevant information. If it is the child's first time with the medicine then we ask if the parents try it with them first to ensure that they are not allergic to it (This would not include emergency medication such as an adrenalin pen). In nursery we are unable to provide or store medicine for children just in case a child displays symptoms of a minor ailment or allergy. Such medicines include paracetamol, ibuprofen and chlorphenamine. If a child becomes unwell at nursery the parents will be informed and they can either bring the medication into nursery, sign the medication form for staff to administer the medication or take the child home.

## **INFORMATION POCKETS**

There are pockets placed opposite the Tweenie Room on the wall and these can be used for members of staff to pass on individual information such as newsletters etc. Parents can also use these to communicate with each other i.e. birthday invitations.

Your child will have a pocket so please feel free to use it and check it on a regular basis.

## **TOYS**

The Tweenie Room has a rule that we do not bring any personal toys into the nursery unless it is a special occasion i.e. a birthday. We do accept comforters in the forms of dummies/blankets/teddies and ask that you try to keep these to a minimum.

## **INFORMATION BOARDS**

The dry wipe board outside the Tweenie room is there to provide information i.e. daily informing parents of what their child has had to eat/drink, how much etc, when they have slept, what their nappies have been i.e. soiled/wet and the times of change and what activities they have been doing. The monthly themes and planned topics are also displayed on the wall beside the whiteboard.

The "work to go home" box is in the front hall. Every child has a file in which all your child's artwork will be stored. It is cleaned out every Friday evening. Therefore if you would like to keep your child's wonderful works of art, please check this box.

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## **BIRTHDAYS**

We celebrate every child's birthday and mark the special occasion by having a party. We play a few party games, dance, dress up etc. Parents usually supply a cake and we sing happy birthday and blow out the candles.

If the child is not in on his/her birthday then we will have a party before or after the special day, what ever the parents wish.

## **PARENT HELPERS**

If you have a special talent or would just like to help out then the Tweenie room welcomes all parents and carers to spend some time in the nursery. Face Painting, Storytelling, playing Musical Instrument etc. or even just lending a helping hand, staff would be extremely grateful for the help and support.

## **SUPPLIES**

We ask that you always have at least 1 change of clothes for your child, which can be kept on your child's peg. Parents also supply their child's own nappies wipes/wool cream etc which can be brought in, in bulk and we will send a note home when supplies are running low.

Could you please provide sun hats and cream in the summer and warmer clothes in the winter, Inc Wellington boots, hats, gloves and scarf.

## **TOILET TRAINING**

At some point between your child's 2<sup>nd</sup> and 3<sup>rd</sup> birthday you will be thinking of toilet training. Please discuss this with staff when the time arises and we will provide continuity in nursery. Remember plenty changes of clothes!

## **COULD YOU PLEASE LABEL ALL YOUR CHILD'S BELONGINGS**

## **KEYWORKER**

We use the key worker system in the Tweenie room. To ensure continuity of care all staff members work together caring for the children, sharing relevant information and liaising with parents, but each member of staff have their group of key worker children for developmental milestones and parent evenings. A list of key workers can be found on the notice board outside the Tweenie room.