

Do You Need
Child Care



Monday - Friday
8:0a.m. -5:30p.m.

Northburn Road, Eyemouth. TD14 5 AU. Tel: 018907 51768

Play is Learning & Learning is Fun

Registered for children 2-12 years
Full day / Part day/ After school/ Holiday care

All Sessions for 2, 3&4
Mon-Fri: 9-11:30a.m. & 12:30-3:00p.m.

*Offering 1140 hours for all eligible
funded 2, 3&4 year olds*

*These can be taken over the School year terms (30 hours a week) or 40weeks
(28.5 hours a week) across 48 weeks of the year (24 hours a wk)*



Nursery Manager Cheryl Duggan

Ltd Company. Reg. 253113 (Scotland) Charity no. SCO34813

HIGHWAY DAY NURSERY

Early Learning & Childcare

Our Nursery

Highway Day Nursery is registered to accommodate children from 2 years old up to 12 years of age. We offer Day Care for 2-5 year olds throughout the year and for all ages (up to 12 years) after school and during the school holidays.

Session times are: 9 - 11.30 am or 12.30 – 3.0pm for any child after their second birthday.

(the afternoon group is often quieter which some children may prefer)

Children can attend for full or part day care, or just for the sessions.

All 3 - 5 year olds can all receive 1140 hours per year free as a government funded place, this includes a free lunch from the term after their third birthday.

Some 2-year olds are eligible for funding.

These hours can be taken over:-

38 weeks of the school year (30 hours for an asymmetric week)

40 weeks a year which includes all the In-Service and bank holidays. (28.5 hours a week)

48 weeks of the year – We are closed 2 weeks @ Christmas & 2wks in July (24 hours a week)

You are able to use top up hours /wrap around care to suit your working pattern if these hours don't cover your needs.

Our Vision:

- ◇ *To give every child the best start in life, to have the opportunity to reach their full potential loving life and learning to the full.*
- ◇ *We want our children to be enthusiastic; motivated and confident learners.*
- ◇ *Challenged indoors and outside.*
- ◇ *To develop their imagination and have big dreams and goals.*
- ◇ *To learn through play finding out the things they love to do and are best at.*
- ◇ *To give many and varied experiences and opportunities in science exploration problem solving and making good choices*
- ◇ *We will spend valuable time in the nursery and in the community, helping children make knowledgeable choices which may influence them as they choose or experience their lifelong career.*
- ◇ *To make learning Fun and Exciting and give the children an insatiable desire for knowledge as they learn and develop an inquiring mind.*



The Values and Aims of the Nursery

We aim to provide a safe, secure, stable, warm, happy and nurturing environment for children & parents, with a Christian ethos, welcoming families from every culture, race and religion. Seeking to be a flexible setting to serve the families to the best of our ability.

We want the children to grow and develop as young competent learners through play and experimentation - it's OK to make mistakes, they are what we can learn from, we'll try again and learn new things on the way.

We visit many places within the town; invite people into nursery and visit people with a variety of occupations and skills.

We study the Universe and marvel at our natural world and gain an awareness of our place in the world. Looking for the wonder all around us.

We encourage all staff and children to care for, honour and respect each other so we can build healthy relationships with one another. *We seek to be adaptable to each individual's needs whether physical, emotional or intellectual.*

We want every child to feel special and be known so we have a 'Key- Worker' system with an adult designated for every child.

We aim to be a valuable and flexible service within the community working in partnership with families and carers, offering quality childcare and learning through a well-trained, experienced and

highly motivated staff team.

Our **Premises** are large and spacious; with a **large play room** for constructive activities, art and craft, games, puzzles, numeracy, literacy, messy and imaginative play. Another area is used for more physical activities with large construction blocks. There is a wonderful sensory corner to relax and be quiet in. In the **Back room** we have a computer and interactive white board, woodwork bench and games and activities for children over 3years. Here they can concentrate and use modern technology and equipment freely in a smaller, quieter room. It is also used as an after-school room for homework and other age appropriate activities.

Outside we have a secure garden front and back with grass, wooded and hard surface areas. A wheelhouse (from a fishing boat) for our playhouse; a rowing boat, mud kitchen; large climbing frame and many items & loose parts for endless imaginative play.

We grow flowers and vegetables in our garden, along with fruit trees so we can explore the great outdoors and gain a sense of awe and wonder at the changing seasons and natural beauty in plants and mini beasts.

Plenty of bikes, other building and sensory equipment help us make good use of our outside space and varied surfaces. We are part of the Play on Pedals scheme and have a fleet of balance bikes for the children to learn to balance and ride 2 wheeled bikes confidently.

We aim to go outside every day and in all weathers – appropriately dressed.

Every child is encouraged and welcome to join in every activity as much as they can and use all the resources we provide.

It is the Policy of Highway Day Nursery to make Learning FUN & EXCITING



Policies and Procedures

We have a large range of policies and procedures to follow to help keep your child safe, if you would like to read all of the ‘Nursery Policies and Procedures book’ it is available for you, please ask.

Child Protection:- It is the policy of the nursery to work in partnership with parents whenever possible.

- ◆ Staff should be sensitive and supportive towards all the children and have their safety as a priority.
- ◆ The Nursery has a legal duty to report any suspicion of child abuse to the Social Work department
- ◆ We are required to follow the Inter- agency Child Protection Guidelines
- ◆ Our staff do not investigate, only report suspicions of abuse

Positive Behaviour Management:- It is the policy of Highway Day Nursery to promote positive behaviour and attitudes by continual praise and encouragement of good behaviour, friendly co-operation and caring attitudes.

If a child behaves inappropriately we may remove them from the situation to explain the unacceptable behaviour, and sit with them at another activity for a while.

Evacuation procedure: Should an emergency arise where we had to evacuate the building we would relocate in the Community Centre, Eyemouth, where you would pick up your child.

Parental Involvement

We like parents and carers to feel welcome in the nursery, as we become partners with you in the care and education of your child. Please feel free to talk to us at the end of a session or make an appointment for any longer discussion you wish to have.

Ways you can be involved:

- Helping on any outings we may plan.
- Helping at our fundraisers.
- Bringing in junk materials - Loose parts for creative work – boxes, material, wool, foil, wallpaper, buttons, jewellery, soft wood, containers etc.
- Bringing in things for our topics, colour table.

- Sharing your ideas and knowledge (especially on the current nursery topics)
- Coming in to play with the children, or read stories.
- Let us know of your interests, hobbies, work etc. that may be of interest to the children.

Please look out for the many notices and current topics we are covering.

Illness

As infections, sickness, diarrhoea and other viruses spread so easily amongst young children we would ask you to keep your child at home until clear of symptoms for 48 hours, even if they 'seem o.k.'.

Please contact us on the first day of your child's illness to let us know what is happening and especially if it is likely to affect others. Returning is at the discretion of the manager / senior playleader on duty in order to minimise the spread of infection.

Should your child become sick whilst at nursery we will ring you or the emergency number provided so that you can collect him/her.

Fees

Session fees should be paid at the beginning of the week for all the sessions. Full fees are payable for absences throughout the school year in order to keep your place open until your child is able to return.

For Day Care (wrap around) there is an hourly rate which is payable weekly. If you have booked a regular place for your child full fees are payable through out the school year.

Out Of School Holiday Care fees are negotiated separately.

If you are going on **holiday** during term time full fees should be paid.

If you are **leaving** nursery 2 weeks' notice or fees should be given.

Lunch & Snack.

There is a snack list up to show our intended snacks and lunch for a week covering a 4 week rolling period. These menus change in October and March

HEALTHY EATING - We do have a Healthy Eating Policy at nursery and our variety of snacks and lunches reflect this. We would also like to encourage parents and carers to help us follow these healthy guidelines when you provide lunch boxes for your children – no sweets in the lunch boxes or fizzy juice please. We will always encourage the children to eat their savoury food & fruit first.

Settling in

We are sure your child will settle with us and enjoy their time at nursery but, as every child is different, each one will settle at their own pace. Parents are welcome to stay until their child is settled and ready to say goodbye. We will always tell you how they have settled, and you are free to phone for reassurance.

*Sharing, playing together
part of nursery experiences*



and making friends is an important