



HANDBOOK

www.abacuseducare.co.uk

Welcome to Abacus Educare

This handbook has been compiled to introduce you to Abacus Educare, its aim is to help you understand the work we do and the service we offer.

We hope that the book will provide answers to any questions you may have. Hopefully you will find it friendly, useful and informative. Please feel free to pass it to others you know who may be interested in using our service.

Please remember that if you have any questions or if you need further information on anything our management team and staff will help in any way they can.

Contact Details - Abacus Educare Ltd
Unit 7 South Avenue
Blantyre Industrial Estate
Blantyre
Glasgow
G72 0XB
Tel 01698 304282

About Abacus

Abacus Educare opened it's doors in April 2005. We offer full day care to children from age 6 weeks through to care for primary school children at our After School facility for children up to Primary 7. We are able to offer the children in our care a number of extra curricular activities such as French, Jo-Jingles (physical exercise class) and a visiting hairdresser.

We have an out door play area which is accessible at all times as we supply suitable clothing to allow your child to be out doors what ever the weather.

You will find further details of our curriculum later in the handbook.

The nursery is ideally situated near all major motorways with ideal links for Glasgow, Edinburgh and closer to home East Kilbride.

Please call to arrange a visit to see the facility.

Nursery sessions -Top Tips

- 1- Please do not wear 'best clothes', they often restrict movement and involvement in more 'messy' activities
- 2- Put names on personal items that may go astray
- 3- Let the staff know if someone different or unfamiliar will be collecting your child. We would not be doing our job if we handed your child over to a stranger
- 4- Off colour? Tired? Had an upset? This may affect your child's behaviour in the nursery, if we know before hand we may be able to help
- 5 - Remember the staff are there to help you and your child settle at nursery, please feel free to approach them on any matter of concern
- 6- All children are different - not everyone will enjoy their first day, but working together, parent and staff can help a child to settle in and enjoy the nursery.
- 7 - Please come into the playrooms and see what your child has been doing, work is on the wall displays and on the interest table.
- 8 - Please try to persuade your child not to bring personal toys to nursery, unless it is a comforter and please label it.

Vision Statement

Abacus Educare is a member of the Scottish Pre-school Play Association (SPPA) which is a Scottish education charity committed to the development of quality care and education in pre-school groups which respect the rights, responsibilities and needs of all children and their parents.

Abacus Educare is further committed to providing a safe and stimulating play environment for the children in their care and to also, through advice and information care and support for adults and families within the group.

Policy Documents

A large number of policies covering all aspects of the groups operation are available in the parents area for your perusal. Please ask the manager if you wish to access these policies.

Aims & Objectives

- * We aim to provide a safe, stimulating play environment, where the child feels truly valued.
- * We aim to provide the skills and knowledge that will enable each child to be an independent learner.
- * Our Equal Opportunities policy aims to ensure that every child is respected and offered quality experiences which allow them to develop at their own pace.
- * We aim to encourage effective, open communication by working in partnership with parents, carers, the local community and other relevant agencies.
- * It is our aim that each child will be encouraged to develop as a unique individual, as a group member and as part of a team - key factors of which being self confidence and motivation

People to know

Staff - The staff employed to look after your children are experienced in childcare with a variety of qualifications. Some staff are working towards a qualification and those who are qualified attend regular training courses to keep them up to date. The staff team is headed by the managing director and manager, the staff meet regularly to plan and evaluate their work. A full list of staff members is displayed in the foyer.

Educational Advisors

The staff team is supplemented by the following advisors
Mrs Joyce Brain
Responsible for Curriculum and Learning Support (M.A. Graduate in Education)

Parents Board

A parents board was formed in October 2006 and is to take the form of an advisory group which will be able to take parents views to senior management. They will also offer ideas that will enhance the care and nurture of the children. Their details are on the board in the foyer and they will be happy to take information to group on your behalf.

Admission Statement

We are a non denominational establishment and welcome parents and children of all abilities. All Abacus policies and procedures are displayed in the parents area for you to view. Please feel to free to read and comment on any aspect contained in them.

Curriculum

As Education is an ever changing subject the best way to tell you about the curriculum is to provide you with leaflets for the relevant group that your child is in. At Abacus we are always open to the new challenges that are introduced and always looking at new ways to improve our practise. The younger children follow the Scottish Executives Birth to Three guidelines and the older children at present follow the 3-5 curriculum, soon to change to Curriculum for Excellence. The whole nursery however operates using the High Scope method of learning where all children are encouraged to plan, do and review their learning. Details of all of these methods are available in the foyer

Snacks and Meals

At Abacus Educare we believe that snack time and lunch time provides an all round learning experience for the children. We promote a healthy eating policy in line with the Scottish Executives Notional Guidelines. We offer a wide variety of snack items and where possible link snack with our topic.

Lunches are prepared by our own cook and children are encouraged to try food served to them. It is essential that we are aware of any allergies your child may have and that this information is updated regularly.

Menus operate in a 4 weekly cycle and are posted on our website.

Any suggestions for our menus will be gratefully received in the office.

Hygiene

Please remember to supply staff with nappies for younger children, those children who are being toilet trained will require changes of clothes to be supplied. Please also supply soft shoes that your child can be changed into.

Opening Hours

We are open 52 weeks in the year (with the exception of the holidays listed below)

Full time session	8.00am – 6.00pm
Morning session	8.30am – 12.30pm
Afternoon session	1.30pm – 5.30pm
After school	3.00pm – 6.00pm

An Early Birds service available from 7.45am, which must be booked in advance, places for this service are limited so please check availability. This service incurs an additional charge.

Holidays

Christmas Day, Boxing Day, 1st & 2nd January. We are opened bank holidays but request that you indicate to staff if you require the service as this will allow staffing to be sorted and allow staff to take holidays.

Toilet Training

Staff will assist you in toilet training your child, however for this to be successful and non stressful as possible we need you to tell what way you are training your child so that we can follow your rules. During the period of toilet training we would appreciate a supply of underwear and changes of clothing for your child. During the period of training you will be issued with a slip detailing how your child has coped throughout the day.

Medication

If your child is in need of medication during their time at nursery you should discuss their requirements with staff. You will be required to complete a form authorising staff to administer the drugs. This will be signed by staff when

medicine given and you will be asked to sign the form on collecting your child. Please note that for insurance purposes we can only administer prescribed medicine on your behalf and not over the counter cough bottles etc. If your child suffers from asthma please inform staff of any activates or circumstances that may bring on an attack, please also inform staff of the procedure is in ADDITION to advising us of the change of person. Children will not be allowed to leave unless both procedures have been adhered to. No one under the age of 16 will be allowed to collect a child from Nursery

Promoting Positive Behaviour

We actively seek to develop children's self respect by promoting positive behaviour. We have a clear policy on Behaviour Management which all staff adhere to. Children will only be gently restrained if they are a danger to themselves or other children. Staff have received training in all aspects of positive behaviour management. Our current manager is an accredited trainer of behaviour management and will be pleased to assist you in any way she can.

Accidents

Minor accidents will be recorded on an accident sheet. You will be informed when you collect your child and will be required to sign the form.

Dental Health

The children will be encouraged to look after their teeth by participating in Lanarkshire NHS Trust dental health programme. They will receive visits from the dental health officer to encourage teeth brushing. You will be asked to complete a form to allow your child to participate.

Emergency Evacuation

Should any emergency arise that requires evacuation and prohibits a return to the building, we will seek refuge in Stanford Logistics, located diagonally opposite the nursery. All parents will be notified of our location. In these circumstances you may be required to bring coats etc. for your child.

Medical Emergency

In the event of an emergency, you will be telephoned and your child taken to Wellhall Medical Centre or Hairmyres Hospital. You will be asked to meet at the

location. Staff will take with them your child's enrolment form which will have Doctors details and permission signatures on it. Please ensure that these details are up to date. All management staff have business insurance which covers these trips.

Children's Safety

Please remember to close all doors fully when entering or leaving the building. The buzzer should make you aware that the front door is not closed. We have a CCTV system installed which monitors our front door. When asking for entry please identify yourself. Please do not allow anyone to enter the building with you if you do not know who they are. These simple guideline will help keep everyone's children safe and secure. We are responsible, not only for caring for your children but also for protecting them.

In line with Children's Act 1995 and South Lanarkshire's Child protection Guidelines, we aim to ensure that all aspects of your child's development are met. Any concerns we have regarding children's care or well being will be addressed appropriately.

Going Home

Security is of the utmost importance. Please let us know if the usual person who picks up your child is unable to do so. On enrolment you will be asked to provide a security password. The person picking up your child must give this word to a member of staff before your child is allowed to leave. Please note this you use for administering inhaler etc.

It is important that staff are aware of any medical condition or allergy your child may have or develops during their time with us.

Illness

Children who are unwell should be kept at home and nursery informed of their absence. If the nursery has not been informed within 1 hour of the start time we will contact you to ensure there is nothing wrong.

Should your child become ill while at nursery we will contact you to collect them. If we are unable to contact you we will then use the emergency details on your registration form. It is therefore essential that this information is up to date.

Details of exclusion periods for common childhood ailments are detailed at the end of this booklet.

Complaints

Hopefully you will have no need to make a complaint however should you need to make one please refer to the manager in the first instance, who will deal with your complaint and reply to you within 4 working days.

The Care Commission are our registering body. Should you wish to contact them their address is -

Care Commission
Princes Gate
Castle Street
Hamilton
ML3 6BU

Tel 01698 208150