



Lilliput Nursery

Application Pack

“EXCELLENT CHILD CARE FACILITIES DESIGNED TO OFFER FABULOUS LEARNING OPPORTUNITIES IN A CARING, SAFE AND STIMULATING ENVIRONMENT”

Nursery Manager: Michelle Nelson

30-32 Canmore Street

Dunfermline

KY12 7NT

01383 626261

lilliput@bertramuk.com

LILLIPUT – PHILOSOPHY

Lilliput nursery aims to provide a stimulating atmosphere to encourage your child's development.

We believe that children learn through play, living, interaction, example and of course teaching. This concept forms the core of our ethos.

We recognise the importance of developing the child's healthy self-image through praise, guidance and encouragement. Children will be encouraged to develop respect and to learn to share, to be kind, fair and to develop good manners.

We do not believe in suppressing small children's desires to learn and experiment. These are of great importance for their development and enjoyment of life.

We are committed to equality of opportunity and oppose all forms of discrimination. Our toys and equipment reflect the social diversity of our society and all children have access to these, ensuring a non-stereotypical/non-discriminatory practice with respect for all individuals.

OUR AIMS & OBJECTIVES



To provide a stimulating atmosphere to encourage each child's development.



To develop the child's healthy self image through play, guidance and encouragement.



To encourage children to develop respect, to learn to share, to be kind to others & develop good manners.



To promote the children's interest in learning by promoting their desire to learn and experiment.



To update parents regularly with information, newsletters and parents evenings.



To train and update staff through our in-house training company, local authority courses and internal staff and planning meetings.



To liaise with local schools and members of the community.

OUR TEAM

Lilliput Nursery staff comprises a blend of **mature, experienced** and **professionally qualified** nursery nurses skilled in expertly guiding your child through the wonders of learning whilst playing. The staff are dedicated to treating your child with patience, affection, enthusiasm and understanding. All staff participate in ongoing training and development opportunities.

The Nursery Manager, Michelle Nelson has a professional qualification in childcare and over sixteen years experience working with children of all ages. Michelle is qualified in level 4 children's care, learning and development.

Our Board of Directors are accomplished and experienced professionals whose knowledge is cascaded through a skilled Senior Management Team.

It is the aim of the entire team to provide a secure family environment where you can feel relaxed and confident in the knowledge that your child is being cared for by our dedicated staff.

You can find out more about our staff team on our Meet the Team display.

STAFF RATIOS

Age	0-2 years	2-3 years	3-5 years
Staff Ratio	1:3	1:5	1:8

ABOUT US

Lilliput Nursery is situated in the busy town centre location with spacious dedicated areas for each stage of development from Birth-Three and Three-Five years.

0-3 Years

We provide high quality childcare for children aged between 6 weeks to 5 years old. All children in our care from 6 weeks - 3 years are given the opportunity to learn through play, following the Birth to Three curriculum. The main ethos being on Relationships, responsive care and Respect. Our nursery hosts individual rooms for differing age groups 0-18 months (Babies), 18 months -3 years (Tweenies) and 3-5 (Pre-school). These are approximate ages as the children will be supported in their transition when they are emotionally and physically ready. The children in the under 3's department have access to outdoor play area and go out on local walks regularly.

3-5 Years

The 3-5 year olds follow the Curriculum for Excellence. Planning our topic /theme each month arises from observations of the interests and needs of individual children or groups of children. Resources are available to interest, stimulate, and encourage our children to achieve their maximum potential by means of evaluation and reflection. Our children in the

Pre-school room are involved in their learning experiences and hold regular topic meetings with their key workers. The large bright playrooms in the 3-5 department provide a stimulating learning environment for the children. The rooms provide daily experiences such as water play, sand play, investigation and early science, music and role play and outdoor play

BABIES



In our baby Room we have three highly experienced staff whose aim is to follow the home routine of each baby as closely as possible. There is a spacious play area with a quiet and secure sleeping area. Here the aim is to provide a variety of stimulating activities in a caring and friendly environment in order to promote the babies all round development. All planning will be displayed in the room wall

for you to view to see what activities & development your child will be participating in that week.

Weather permitting the staff will take the babies out for walks each day so that they get as much fresh air as possible. Each baby's day will be recorded in a diary for the parents to view on a daily basis.

Your baby will stay in the baby room until they are 18 months then they will be introduced to the adventures of the Toddler room. Parents are required to supply nappies, milk, food etc to ensure continuity between home and nursery.

We are a breast friendly nursery and will support mothers returning to work and still wishing to breast feed. Our staff are trained in the storage and use of breast milk and we welcome you visiting to feed during the day where possible.

TWEENIE ROOM



At Lilliput, at around 18 months once they have found their feet and after prior discussion with you, your child will advance to the "Tweenie room". The children are cared for under the supervision of qualified and experienced staff, (staff ratio 1:3) and a range of toys and activities are provided for the continuing development of your child.

The period in the Tweenie Room provides for a smooth transition to the toddler/pre - school stage by adopting a more challenging and varied approach to the day. This will include such activities as painting, sand and water play, music and physical activity etc. This may sound a little complicated for young children but it is possible for an eighteen month old child to play with sand and water or create a mini masterpiece with paint ---and they love it!!!!

Each child's day is recorded for you to take home so you know exactly what they have been up to.

PRE- SCHOOL ROOM

At this stage the children will follow the Curriculum for Excellence. The staff ratio is 1:8.



We aim to ensure that when children leave the nursery to move on to school they do so confidently and independently, whilst taking with them the enjoyment of learning and a pride in their achievements. Most children are able to recognise and write their own name, demonstrate good observational skills, some preliminary reading skills, good pencil control, creative skills and knowledge of numbers.

At the end of each year the children take part in a graduation ceremony where they are presented with their leaving certificates and there is always a special party to mark the end of their time at Lilliput.

YUMMY MEALS

The children in our care are each offered a morning snack, afternoon snack and delicious, nutritious lunch. All meals are home-cooked by our qualified on site chef using fresh ingredients. Children are encouraged to help with setting and clearing the tables and good manners and social skills are encouraged.

All children who attend morning and full day sessions will be provided with a hot lunch and snack, children who attend afternoon sessions will also be provided with a snack.

The nursery has a 4 week rolling menu which allows the child a choice from the main meal section. Our 4 week rolling menus have been **accredited by the company dietician**. All dietary requirements/allergies are catered for.

Sample menus are enclosed for information.



OUTSIDE PLAY

We love to get outside and have a large outdoor play area, which provides opportunities for all the children to get fresh air and have fun in a safe and secure area. We have two gardens, one which is used for arts and crafts and planting. We also have access to a wooden see saw and a picnic sand table allowing us to participate in physical play. Our upper garden contains a wooden sandpit and a literacy wooden playhouse.

We ask all children to have appropriate clothing for all types of weather from wellington-boots to sunglasses.

There is no such thing as bad weather only inappropriate clothing!

We also enjoy walks in the local area and our youngest customers are often seen out in the double buggies enjoying the fresh air and sights and sounds in the local community. We have Walkodile Child Safety systems and high visibility vests to keep the children safe when out on trips and outings.

Our Wonderful Walkodile



We love to get out in the local community and Walkodile makes that possible

PARENTAL INVOLVEMENT

In recognition of the fact that education begins in the home, we are fully committed to a partnership approach with parents. The needs of each individual child are discussed in full prior to admission and on an ongoing basis as the child progresses through the nursery. Parents are encouraged to discuss their child's day with their key worker and individual records are held within the nursery and are available at all times for parents to view.

Discretion and confidentiality are guaranteed at all times. As a parent you will receive monthly newsletters and regular updates on the parent's notice board. We ask that you share your e-mail address with us so we can communicate in this way reducing paper waste wherever possible.

We hold parent's days for each room twice yearly and there is a development folder given to all parents of children leaving for school. During the year there will also be a summer garden party and charity events, which we encourage everyone to get involved with. Above all we provide a secure and friendly care environment in which you, the parent will feel completely relaxed and at ease when leaving your child.

We have an active parent focus group which we invite you to join, this group meets quarterly to discuss plans and ideas for the nursery, support our ECO council and ensure we are meeting the needs of our service users.

ENVIRONMENTAL COMMITMENT

We are a registered ECO-Nursery and are working towards our bronze award.

There are a number of measures which we undertake to protect the environment, these include:



Recycling all ink cartridges used in our nursery.



Recycling waste paper and cardboard



Using biodegradable cleaning products.



Where possible purchasing recycled art and stationary materials.



We will ensure all nappies are disposed of safely and with consideration of the environment.



Where required we will support parents in the use of eco-friendly nappies.



Responsible use of power and water supplies.



Responsible use of our fleet.



Using local suppliers where possible to reduce mileage on delivery of our supplies.



Requesting minimum packaging of supplies and deliveries.

We incorporate our commitment to environmental protection into our curriculum and consider environmental implications when planning activities for the children.

PRACTICAL INFORMATION

Age of admission

The nursery cares for children from 6 weeks – 5 years.



Opening Times

The nursery will be open Monday to Friday from 730am-630pm with the Exception of four public holidays over Christmas and New Year. We will close at 1pm on Christmas Eve and New Years Eve.

We will be open at all other times, which we feel is essential for working parents and allows you to plan your holidays to suit yourselves. Full or part time sessions are available.

The nursery is registered to care for 43 children at any one time.

Settling in Procedure

Parent visits are encouraged whilst the child is gradually introduced to the nursery day, spending initially one hour, building to a half-day session and then staying for lunch. This phasing in allows the child to become familiar with nursery surroundings and staff.

Meals

The nursery will provide freshly made, nutritious morning and afternoon snacks and a choice of two-course lunch options or you may choose to bring in a packed lunch. Parents are asked to bring in baby food and all milk feeds readymade for babies, which will be stored in the fridge until needed.

Staff serving your child's lunch and snacks have been trained in Food Hygiene, meals are prepared by our qualified chef, Lorraine Hambling, who is passionate about encouraging healthy eating habits in young children. If your child is arriving early and would like breakfast this will be arranged and you may send your child in with a packed tea if you would prefer him/her to be ready for bath and bed on getting home!



Record Keeping

A set of developmental records is held for each child in nursery and these are available for viewing at all times. These will be constantly updated and will include pictures and observations made on your children's progress. Open access to your child's records is always available to you and strict confidentiality will be maintained at all times.

Sickness

Any child suffering from a suspected infectious illness must be kept away from nursery. Should a child develop an illness whilst at nursery you will be contacted immediately.

Health and Safety

A comprehensive health and safety policy fully conforming to local authority regulations is available to view inside the nursery.

Insurance and Outings

We carry public liability insurance and require written parental permission before children are taken on any outings. Risk assessments will be completed for each outing. Bertram Nursery Group are committed to safety at all times and have invested in the unique Walkodile Child Safety system and high visibility vests for all nurseries within the group.

Prams and buggies are regularly checked for signs of wear and tear and are serviced annually.

Care Commission / Ofsted

We are regulated by the Care commission in Scotland and Ofsted in England and by environmental health services to help us maintain high standards within the nursery, should you wish any further information please do not hesitate to contact:

The Care Commission, Compass House, 11 Riverside Drive, Dundee. DD1 4NY | 01382 207100

We are proud of our regulatory reports and these are available for you to view within the nursery.

There is (one) entrance to the nursery and this is accessible via an intercom and video entry.

If for any reason you are unable to collect your child the nursery must be notified as soon as possible. We will not allow your child to leave with anyone unknown to the staff unless under your specific instruction.

Fees

Please see accompanying sheets.