



University of
St Andrews | FOUNDED
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Nursery

East Sands



WELCOME

from the Manager and Deputy

Sandra Griffiths - Nursery Manager



"I am delighted to welcome you to The Nursery. We appreciate what an important decision choosing your child's nursery is and nothing is more important to us than ensuring your child receives a consistently high standard of care in a safe, warm and nurturing environment. We also benefit from our beautiful, setting that provides copious opportunities for your child to learn, play and grow, both outdoors as well as within our well-equipped and spacious classrooms. Do, please, come and visit us so we can show you how the Nursery will provide your children with outstanding care and a wonderful foundation to their education. We look forward to welcoming you to the Nursery"

"I would like to extend to you a warm welcome and invite you to be a part of our safe, caring environment so that you can start your child's education in the most positive way. All of our Early Practitioners believe that your child's individuality is not to be squeezed into a 'one-shape-fits-all' educational route. We create an individual, tailored approach for each child, to ensure that their special uniqueness is maintained and developed. Our Nursery is a fun, exciting and dynamic Nursery, and we are dedicated to having strong links to our community."

Richard Ryan - Deputy Nursery Manager



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MEET THE TEAM

Sandra Griffiths - Nursery Manager



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MEET THE TEAM



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MEET THE TEAM



Alice Campbell - Title
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Charlene Muir - Title
about



Charley Bargetn - Title
about



Claire Whittaker - Title
about



Edi Carrick - Title
about

JOINING THE NURSERY

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First things first, come and check out the Nursery for yourself! Located on the fringes East Sands, St Andrews.

You will be warmly greeted and given a tour of the Nursery where we will spend time giving you a comprehensive overview of the Nursery and answering any questions you may have.

Once you've decided that the University Nursery is the perfect nursery for your child, the next steps are easy.

You will decide which session times will suit you and your child best, whether it is part-time (mornings or afternoons) or full-time.

If you are returning to work or require longer hours for your child, we are open from 7.45am until 6.00pm.

We also run a bookable service after 6.00pm.



HOW TO GET STARTED

You will receive a registration form to complete. Once we have received your form and paid, we will then enrol your child and mutually agree on a start date.

All ongoing fees are to be paid monthly or in advance.

DO PARENTS MEET WITH KEY WORKERS?? - DOUBLE CHECK THIS

Finally, relax in the knowledge that your child is in the very best hands, with qualified staff who have extensive experience caring for children in a nursery environment.

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SESSIONS

a. Session Timings

Monday to Friday

Morning 7.45am – 1.00pm

Afternoon 1.00pm – 6.00pm

We run a bookable service after 6.00pm. Should you require the service after 6.00pm, please pre-book 7 days in advance.

b. Session Prices

Nursery prices will commence from 1st August 2021

<u>Session type</u>	<u>0 - 2</u>	<u>2 - 3</u>	<u>3 - 5</u>
Full Week (5 Days)	£289.00	£265.00	£255.00
Full Day	£62.00	£57.00	£55.00
Morning (1 Day)	£32.00	£30.00	£29.00
Afternoon (1 Day)	£32.00	£30.00	£29.00

Terms

- We offer a 10% discount for University of St Andrews Staff and Students*
- We offer a 10% sibling discount. This is applied from the first full month and against the eldest sibling
- There will generally be one full day closure per year for training purposes. Parents and guardian will be given at least one months' notice regarding who use the service on the training day. A bookable service will be available for this day to allow as many staff to attend the training day as possible. For those parents/carers who do not require the service on that day, no fees will be applicable.

**Where your child receives Fife Council funding, the discount will be applied to the amount remain after the funding is deducted.*

DAILY ROUTINE

a. Arrival

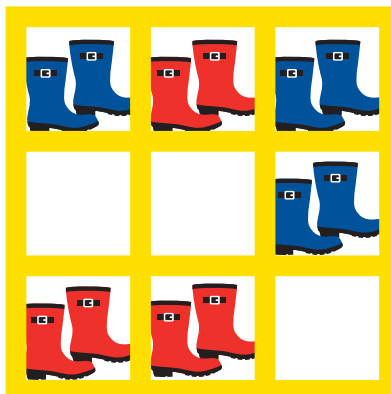
On arrival, parents will buzz the doorbell and children will be met by Early Years Practitioners (EYPs) at the main entrance area. The EYP will lead her families to the classroom. (Due to covid, parents will not be permitted to enter the premises).

Each child will have their own peg for their coat and bag. There is also a cubbyhole for their wellington boots.

If your child requires a nap or quiet time during the day, beds can be provided in a quiet and comfortable environment.

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DAILY ROUTINE

b. Lunch Time

Children benefit from home cooked meals and snacks which are prepared on the premises and include fresh fruit and vegetables and option to meet dietary needs.

Each area will eat lunch together and practise good table manners and the correct use of their knife and fork.

If your child is not enjoying the menu, you are welcome to send them to nursery with a packed lunch.

Please note that children will be separated from other children for health and safety reasons such as cross-contamination and allergies.



DAILY ROUTINE

C. Example Menu

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Choice of cereals, porridge and fruit	Choice of cereals, porridge and fruit	Choice of cereals, porridge and fruit	Choice of cereals, porridge and fruit	Choice of cereals, porridge and fruit
Breakfast	Wholemeal toast and margarine	Omelette	Omelette	Wholemeal toast and margarine	Omelette
	Fresh fruit selection	Fresh fruit selection	Fresh fruit selection	Fresh fruit selection	Fresh fruit selection
Lunch	Pile of rice with roast beef and vegetables	Baked potato, cheese and beans	Vegetarian soup and bread	Tomato soup with pasta	Cold Chicken
Alternative					Chicken pie
Tea/Afternoon	Custard	Natural yogurt and fruit pieces	Vegetarian chicken and rice	English muffin	Natural yogurt and fruit pieces
	Fresh fruit selection	Fresh fruit selection	Fresh fruit selection	Fresh fruit selection	Fresh fruit selection
Dinner	Beef and mushroom casserole	Chicken with baby potatoes and vegetables	Mince and onions	Sausages	Beefsteak with vegetables on the side
Alternative	Vegetarian casserole	Chicken with baby potatoes and vegetables	Quorn mince and onions	Quorn sausages	Quorn beefsteak with vegetables
To accompany the above, please use with a selection from fresh vegetables and herbs from the list below					
Mixed vegetable	Broccoli	Green beans	Peas	Mixed salad	
Carrots	Roasted root vegetables	Roasted potatoes	Peas	Roast	
Broccoli	Carrots	Roasted potatoes	Peas	Cherry tomatoes	
Spring onions		Roasted potatoes	Peas	Cucumber	
Sugar snap peas		Roasted potatoes	Peas	Peppers	
Tomatoes		Roasted potatoes	Peas		

DAILY ROUTINE

C.

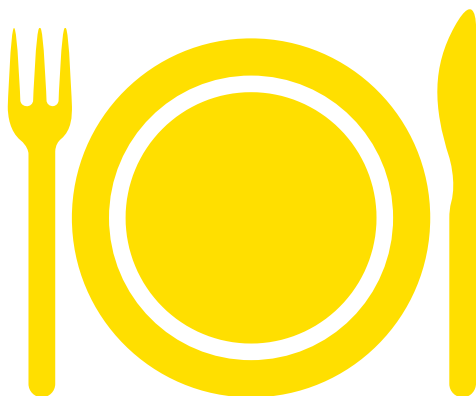
Younger children will be supported with meals if needed and encouraged to develop their own knife and fork skills over time.

We encourage the children to try new food, although we will never force them to eat things they dislike. If we feel that your child may still be hungry, we will offer fruit after the dessert.

If your child has any specific dietary needs, the staff are always happy to accommodate these, so please chat to a member of staff.

If we notice that your child has eaten significantly less lunch than usual, we will let you know. If there is a concern about your child's appetite, the staff will liaise with you directly.

If they are in the 0 to 2 room, you will receive all your updates at collection. This will also include any information about their sleep, nappy changes and anything else you may need to know about.



CURRICULUM FOR EXCELLENCE

The Curriculum for Excellence was introduced within a strong partnership between the Scottish Government, Learning and Teaching Scotland, Scottish Qualifications Authority and HM Inspectorate of Education to ensure pre-school children's developmental needs are met. The emphasis is on learning through quality play experiences in a relaxed atmosphere.

a. 0 - 3 Years Old

Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families is a document introduced by the Scottish Office, in association with Learning and Teaching Scotland to provide guidance for all those whose work, involves caring for babies and young children.

The four key features of Pre-Birth to Three are closely linked:

- Rights of the Child
- Relationships
- Responsive Care
- Respect

Our nursery staff work very closely with the Pre-Birth to Three documents to provide the quality experiences children under 3 years need: from feeding, cuddles and nappy changing to sensory experiences, outdoor play and music.

CURRICULUM FOR EXCELLENCE

b. 3 - 5 Years Old

Your child will have the opportunity to experience a range of activities that meet all eight areas of the curriculum. Your child will be introduced to early reading, writing, maths and science skills.

These activities are delivered in a fun, relaxed manner allowing all children to learn naturally through play. Each child is encouraged to learn at their own pace within their own capabilities.

c. Learning Journals

Parents can keep up to date with their children's learning and development through their learning journals. Once your child has commenced their placement, you can speak with your child's keyworker on how to access their learning journal.



THE PLAY EXPERIENCE

The nursery will strive to offer a wide range of play experiences while considering the individual needs of each child.

The Nursery offers a range of areas for the children to play inside and outside.



SPECIALIST SUBJECTS

Your child will have a very busy time, including participating in special subjects, which may include Sport, French, Music, Dance and Yoga. The following specialists come into the Nursery.

a. Sport

Led by specialist coaches from Saints Sport

b. Music

Led by our very own Lisa Coen

Due to covid 19 restrictions, we have had limited access and opportunity for external visits to the Nursery. This is being reviewed regularly to ensure a varied curriculum is offered. If you have any specialist skills you would love to teach the children, please speak to Nursery Management.



COMMUNICATION

All age rooms have a dedicated MS Teams Channel where you can see daily updates on activities and updates. If there is something that requires more time, please email **nursery@st-andrews.ac.uk** to arrange a meeting.

The Nursery Administrator will contact you with urgent information via email or telephone. Please ensure to contact the Nursery should these details change by emailing **nursery@st-andrews.ac.uk**

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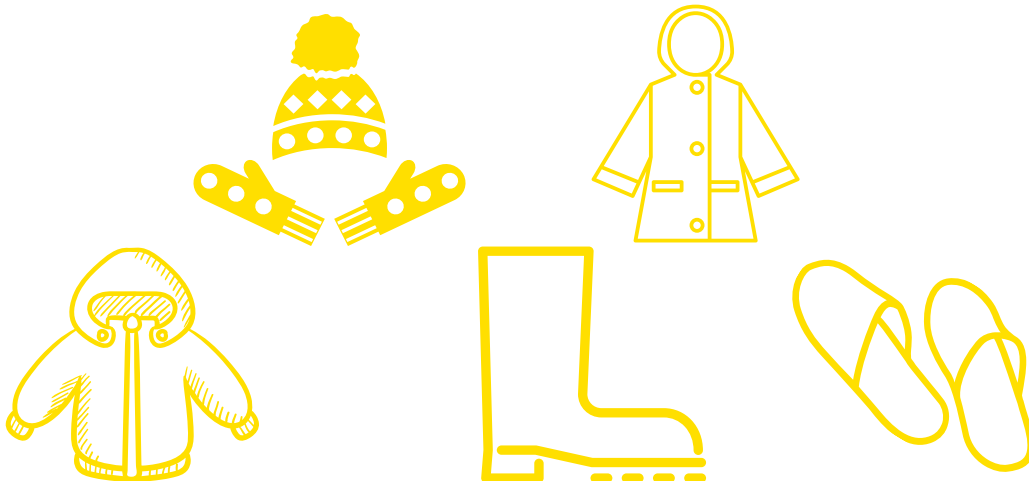


WHAT TO BRING TO NURSERY

Here is a list of suggested items you may wish you send with your children to nursery:

- Jacket
- Hat, Gloves
- Wellington boots
- Waterproofs
- Slippers

MENTION SOMETHING ABOUT
MEDICATION



OUR ROOMS

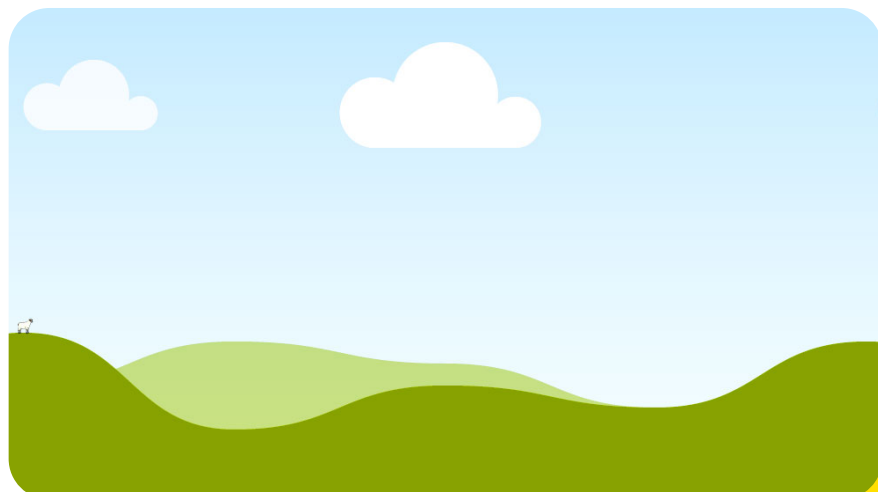
a. 0 - 2 Years

This room provides the opportunity for our toddlers to explore, experiment and discover through play within a safe, cosy and comfortable environment.



b. 2 - 3 Years

Our space for children over 2 years old is a stimulating room providing lots of opportunities for active play, investigating and exploring. We also have a dedicated space for children needing quiet time.



OUR ROOMS

C. 3 - 5 Years

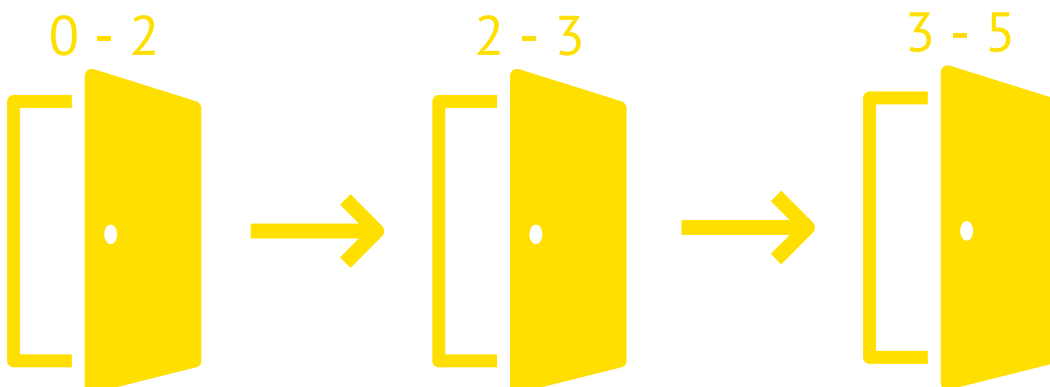
The play in this room is purposeful, planned and flexible where children will grow to enjoy the fun of achievement. Our pre-school embraces the Curriculum for Excellence and ScotGov GIRFEC principles and values.



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TRANSITION FROM ROOMS

In the summer after your child has turned two or three, they will move from the 0 to 2 room to the 2 to 3 room, or the 2 to 3 room to the 3 to 5 room. During their time the Nursery, children will have their experiences and learning tailored to their needs, ensuring they are reaching their full potential.



GENERAL INFORMATION

a. Changing Sessions

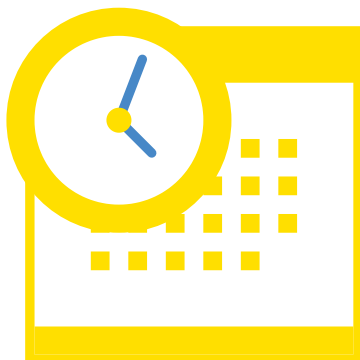
If you wish to permanently change any of your child's Nursery sessions, please inform the Nursery Administrator on **nursery@st-andrews.ac.uk** who share with management and arrange this, subject to space being available.

If you would like your child to attend an extra session or a full day on a one-off basis, please contact the Nursery Administrator, at least a week in advance of the extra session (subject to availability).

b. Sickness

If your child is ill at Nursery, they will be assessed firstly by a member of nursery management and, if necessary, taken to the nursery Office. If your child has an accident at Nursery, immediate first aid will be administered by staff.

Please refer to the chart overleaf for guidance about what to do if your child is unwell at home.



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GENERAL INFORMATION

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C. Parent Testimonials

insert parent quotes

d. Visit Us

Arrange your Personalised Visit Now you have an idea about what The Nursery has to offer, come and visit us so you can see for yourself!

Book your visit either by emailing **nursery@st-andrews.ac.uk** or calling us on **01334 46 0606**.

We can't wait to welcome you to our family!

