

First Days at St. Conor's 2020-2021

A Handbook for Parents of Nursery Children



St Conor's P.S. & Nursery Unit
Brookmount Road, Omagh

Principal: Mrs Katrina McGettigan
Tel No: (028) 8224 4683

Dear Parents,

We would like to welcome you and your child to St. Conor's Nursery. We hope that with your support and co-operation, your child will spend a very happy and rewarding time with us.

This booklet will give you some general information about our Nursery. It describes briefly how children learn and develop through their play and it emphasises the importance of your role as a parent.

If you require further information concerning the booklet do not hesitate to contact the Nursery teacher.

Mrs K McGettigan
Principal

Mrs M McCormack
Teacher

Mrs E Campbell
Nursery Assistant



Aims

The aim of the Nursery is to:

- Provide a welcoming, caring and secure environment for children, parents and staff
- Provide quality learning experiences for each child taking account of individual needs, local and national curricular guidelines
- Nurture feelings and encourage respect for self and others and develop confidence and self esteem
- Develop positive attitudes towards the environment

Provide opportunities to involve parents and the wider community in the life of the Nursery



We aim to develop and broaden the range of children's learning experiences, to enable them to become confident, eager and enthusiastic learners.

Each child is different and will develop at a different rate, but we will give each one the same care and attention.

The Nursery Day

Morning Session

8.45am to 11.15am (Doors open at 8.40 am)

Afternoon Session

12.15pm to 2.45pm

Leaving Your Child into Nursery

An adult must bring your child into Nursery.

Collecting Your Child from Nursery

Staff must be advised if someone other than the designated person will be collecting your child from nursery. We cannot give children to people not known to us.

Please try to ensure that your child is collected on time as it can be distressing for a child to remain in the nursery after their peers have gone home. If you are likely to be late at any time please inform the Nursery.



School Uniform

Girls: Grey skirt or pinafore
Pale blue polo shirt
School sweat shirt

Boys: Grey Trousers
Pale blue polo shirt
School sweat shirt

- Your child's name should be clearly marked on all clothing, eg sweat shirt, coat, hat.
- Please ensure your child brings a coat every day from September to June as we play outside in all weather conditions.
- Please ensure your child is wearing appropriate footwear.

It is an essential component of educative play that children are able to enjoy art and craft activities, with, for example, glue and paint etc. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt as far as possible to purchase glue and paint which are "washable", but in practice not everything is washable off all clothing materials. The school accepts no liability for clothing damaged while your child is at the nursery.



Snacks

Children at nursery are entitled to free milk. In addition a snack is also provided. The nursery follows the healthy eating policy of the whole school and snacks will include fruit and other healthy options. A nominal charge of £8 a month per child covers the cost of the daily snack. The money should be paid on the first Monday of each month.

Emergency Numbers

Three emergency numbers must be given to the teacher as soon as the child joins the nursery and any changes must be notified immediately.

Personal Hygiene

The nursery aims to provide and maintain the highest standards of personal hygiene of both children and staff. In order to minimise the possibility of the spread of infections to staff or



other children, staff will wear disposable gloves each time a child who has had a toileting accident. Staff will also wear disposable gloves when administering First Aid in situations which involve bleeding.

Sickness and Medical Requirements

We want to provide a healthy environment in our nursery so we ask you to keep your child at home whenever they are ill (eg coughing, temperature, vomiting, diarrhoea, etc).

Parents/carers are required to inform the nursery where they can be reached in the event of an accident or sudden illness. If a child becomes seriously ill or injured during his/her attendance in the nursery, the parent will be informed immediately. It is therefore vital that the nursery staff are informed and kept up to date of any changes to emergency contact numbers.

Please inform the nursery staff as soon as possible if your child will be absent for a period of time due to illness.

All minor accidents in the nursery are written in an *Accident Report Book* which is kept in the office. Parents/carers are notified at collection time.

Sun Awareness

The dangers of over exposure to direct sunlight especially during the summer months are well known. Every care is taken to ensure that children are not over exposed to the sun at anytime.

Play activities are monitored to ensure that children are not exposed to prolonged periods in the sun. Permission slips will be provided to allow staff to apply dermatologically tested suncream to your child.

Prescribed Medication

Only prescribed emergency medication may be administered by staff and written authorisation must be given by the parent/carer on a *Medicine Form*, which authorises staff to administer stated medicines. A written record will be kept of all emergency medication administered.

Toileting

All children should be fully toilet trained, eg independent wiping. Please encourage your child to flush the toilet and wash their hands after toileting.

Toothbrushing

Toothbrushing takes place in the Nursery and brushes are provided by the dental service and changed each term. Permission slips regarding this will follow.



Child Protection Procedures

If A Parent Has A Concern In Relation To Child Protection

I have a concern about my/a child's safety



I can talk to the Nursery teacher
- **MRS. M. McCORMACK**



If I am still concerned,
I can talk to the Principal/Designated Teacher
for Child Protection
MRS. K. McGETTIGAN.



If I am still concerned, I can write to
the Chairperson of the Board of Governors
MR. P. DOHERTY



At any time, I can talk to a Social Worker
at **Western Trust**
Tel: 028 71314 090 or **Out of Hours:**
Regional Emergency Social Work Service
Tel: 028 9504 9999 5pm - 9am (Mon -Thurs);
5pm on Fri - 9am on Mon
*This is a 365 day service (including Public
Holidays).*
OR
**PSNI Public Protection Branch Western
Trust**
Tel: 028 7121 0770 / 101
OR
NI Public Service Ombudsman 0800343424

Procedure For Reporting An Incident Of Possible Child Abuse

Child makes a disclosure to teacher, or
teacher has concerns about child - either
as a result of one observation or many
observations over a period of time.
Teacher should make notes of what was
said or observed and must **ACT PROMPTLY.**



Teacher refers matter to designated
teacher, Mrs. K. McGETTIGAN.



Designated teacher plans a course of
action and ensures that a written record
is made.



Principal/Designated teacher contacts (as
appropriate):

- EA (Western Region) Designated
Officer,
- Social Services,
- Chairperson of Board of Governors.

She indicates that it is a Child Protection
issue and completes referral forms as
directed.

Personal Property

Children should not bring sweets or valuables to the nursery since staff cannot be responsible for any personal belongings being lost or damaged.

Birthdays

We ask that birthday cakes and invitations are not brought into Nursery.

Settling In

Leaving your child in the care of others for the first time can be a traumatic experience for both you and your child. We aim to ensure your child's introduction to the nursery setting is as stress free as possible. Some children may take longer to settle than others. For those children for whom this happens nursery staff will work with you on the best possible strategies for settling your child.

To ensure your child has time to settle and become familiar with the nursery environment a staggered intake is in operation. Any children returning to Nursery for a second year will begin on 1st September along with a small group of new children. Small groups will continue to join the class on each Monday of September. Names are chosen randomly.

Policies

The full range of policies relevant to the efficient management of St. Conor's Nursery are available to parents.

The Nursery Curriculum

The content of the Nursery Curriculum will relate to the direction of "The Curricular Guidance for Pre-School Education" which advocates the planning and implementing of a play centred programme around the six main areas of development.

1. Personal, Social & Emotional Development

Appropriate opportunities are provided for the children to develop personal and social skills, values and attitudes. These include :-

- Sharing
- Taking turns
- Co-operating with one another
- Being sensitive to the needs and feelings of one another
- Develop an understanding of rules and routines and engage in acceptable behaviour
- Promoting self-care, eg putting on own coat.



2. Language Development

Language development is crucial to living and learning and is concerned with more than the growth of vocabulary. To encourage development in this area children will:-

- Have access to a wide variety of play activities and will be encouraged to talk about their experiences, ideas, feelings and achievements

- Have the opportunity to enjoy and share books in large groups, small groups and one to one situations. Being shown how to handle books appropriately and being made aware that the printed word has meaning and is read from left to right
- Take part in story, rhymes and song sessions increasing their attention skills and concentration.

3. Early Mathematical Experience

Play is an effective vehicle for fostering mathematical concepts and developing a positive attitude to mathematics. Practical activities will be provided that will enable the children to explore, experience and develop concepts such as space, time, number, shape, size, pattern order and relationships.



4. The World Around Us.

The natural curiosity of young children is harnessed at nursery and they are encouraged to use their senses to explore their world. The children are provided with a wide variety of activities and experiences in play enabling them to develop skills and concepts including observation, experimentation and prediction. By interacting with adults these concepts are further developed and appropriate language is promoted. Children will have opportunities to :-

- Play with different materials eg. wet or dry sand, peat, rice

- Explore malleable materials such as dough and clay and explore how materials behave in various situations e.g. baking
- Observe and respect living things, handling with care and sensitivity e.g. tending to plants indoors and outdoors
- Making models eg. in construction play
- Talk about the weather and the seasons throughout the year
- Explore items on the nature/interest tables e.g. sea shells
- Talk about themselves - their own history and family
- Use their senses to explore their environment inside and out
- Make predictions in different areas of play, eg what will happen to the ice cube?

5. Physical Development

Children enjoy both physical play indoors and out. Types of play offered at nursery contribute to the development of both large and fine motor skills and



hand-eye co-ordination. Gross motor skills e.g. running, skipping, hopping, jumping, throwing and catching will be developed through using a range of large and small equipment as well as building an awareness of space and freedom of movement. Fine motor skills and hand-eye co-ordination

will be developed through e.g. building jigsaws, cutting with scissors, threading, pegs and peg boards.

6. Creative and Aesthetic

Creative play gives children experiences in working with natural and man-made materials, and opportunities to explore, colour, shape and texture. Music is another means of expression which interests children and gives them joy and excitement. Children will have opportunities to:-

- Work with various media and tools e.g. paint, crayons, clay, wood, fabric, sponges
- Develop manipulative skills as they handle tools correctly
- Learn songs, listen and respond to music
- Make their own music by singing, clapping and playing simple instruments.

While the curriculum is set out under six discrete headings the children will experience the curriculum in a holistic way through play and other relevant experiences.

Links with Parents

We aim to foster strong links with our parents and encourage parents to:

- help settle your child into nursery
- come into the nursery to see children at work
- volunteer to share skills eg people who help the Nurse
- volunteer to read to group of children
- read our monthly newsletters.

