



# Broomhill Nursery

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Aberdeen  
AB10 7LP  
01224 208063

@ Fonhill  
36 Fonhill Road  
Aberdeen  
AB11 6UJ  
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Cults  
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# Prospectus

## An Introduction to Our Nursery

Broomhill Nursery in Aberdeen, Scotland was established in 1989 by two Health Visitors who wanted the very best for their children. Through word of mouth the demand for places grew, and we now have premises at Broomhill Road, Fonthill Road and Cults. We provide professional day care for babies and children between 0 - 5 years old.

Dear Parent,

We, the staff of the Broomhill Nursery, would like to introduce you to our philosophy, and its practical application in the day to day running of our nursery.

- We believe first and foremost in creating a warm and homely atmosphere in which we foster a sense of security for children aged 0 – 5 years.
- We aim to assess and meet the needs of each child, using the experience of our highly qualified team.
- We plan carefully to ensure that each child has a wide ranging choice of activities to meet their individual developmental needs.

Our premises provide a safe and healthy environment, with a high staff / child ratio within which each child can thrive. Our garden is ideal for outdoor play and we are fortunate to have good local amenities and we endeavour to be active members of the local community. A wholesome balanced choice of foods to meet each child's needs and tastes is freshly prepared in our kitchen. The older children prepare their own snacks and participate in the serving of their lunch.

An optional Health Visiting Service is offered within our Nursery. We welcome you to contact us to arrange to meet us and view our Nursery facilities so that you can confidently leave your child in our care.

Nicola Argo: Manager

Sarah Wood: Manager

Lucy Newman: Manager



## The Philosophy of Broomhill Nursery:

At Broomhill Nursery we believe that happiness and emotional security are vital to the well being of children. We provide a safe and stimulating environment. Through kindness and care we promote a sense of self as a valued individual. We believe that when secure and happy each child will be ready to learn and through play will develop the necessary learning processes for life.

### Aims

- To enable each child to become a confident individual, effective contributor, successful learner and responsible citizen.
- To provide high standards of learning opportunities within a safe, child centred, stimulating environment.
- To be responsive, promote care, respect and positive relationships.

### Objectives

- To excel within the guidelines of 'The Birth to Three' and 'A Curriculum for Excellence' and National Care Standards Documents.
- To ensure each child reaches their maximum potential using a structured child centred approach. Each child will be stretched in their play by being offered ideas, materials and vocabulary by; asking questions, setting challenges and by helping, explaining or showing how things can be done, they will investigate and , explore within a safe environment which allows controlled risk taking.
- To foster excellent relationships with parents, thus enabling them to confidently leave their child at Broomhill Nursery.
- To ensure every team member reaches their full professional potential. This is achieved through training, within a continuous programme of personal and professional development, which ensures that each individual's skills and knowledge is up to date and relevant. All team members adhere to the SSSC codes of practice.
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## Admission and 'Settling In' Procedure

All applications are treated confidentially. Application is made in the first instance to the Nursery Manager by completing our enrolment form. The child's name is then placed on the waiting list. Places are filled on a first come, first served basis. We adhere to the rules of registration as stipulated by the Care Commission. We operate an Equal Opportunities Policy.

Our procedure for settling children into our Nursery is to take time; we want to ensure that each child feels secure and parents are beginning to feel they know the staff and can then confidently leave their child for a whole session.

Parents are encouraged to stay with their child for at least the first visit to the nursery. This provides them with the opportunity to get to know individual staff members and the other children. During this time parents will be asked to share information about their child's health, temperament, dietary requirements and usual routine. There is no charge for this introductory service, we feel that it is important that the 'settling in' period is handled sensitively, according to the needs of individual children and their families. By the time a child starts at our Nursery the parents should feel confident that their child feels secure in the new environment and has formed a trusting relationship with staff members.

**When completing your enrolment form, you will be asked to choose the core times of your child's attendance. It is important for the smooth running of our Nursery, that if you wish your child to attend outwith these core times, i.e. extra hours, or change the core times, you give us as much notice as possible. We will try to accommodate your needs.**

### What to Bring

Your child should be dressed comfortably in clothes that aid independence. No dungarees please. Remember old comfortable clothes are best – there will be spillages and paint smears.

Each child should have a bag, clearly labelled, containing:

- Modified formula milk of your choice for babies under 1 year.
- Nappies or training pants
- Soft shoes
- Draw string toilet bag
- Toothbrush and toothpaste for children under 3 years
- Waterproof smock
- Change of clothes
- Warm outdoor coat, hat and gloves in winter

**All individual items should be clearly labelled.**



## Meals and Snacks

All meals and snacks are included in the fees.

Snack meals are healthy 'finger foods' including fresh fruit, salad, cold meat, sandwiches and yoghurts.

We comply with The NHS Grampian Guidelines. (Issue 2 February 2009)

We do not serve sweets in nursery unless as part of the children's baking activity.

Milk and water are served as drinks.

The children help with the preparation of their snacks.

No salt or sugar is added to any food, during cooking or when served.

NB. All meat except for mince is bought pre cooked and does contain salt.

Our weekly menu is posted on the notice board.

Meal times are flexible to meet the needs of the children.

## Communication

We pride ourselves that feedback is a major strength at The Broomhill Nursery. Daily feedback of your child's day are shared with you when you collect your child at the end of a session.

We have formal parents' evenings and informal cheese and wine evenings.

A newsletter is produced quarterly online and you can see it on the website within the Parents' section which is password protected for reasons of child privacy, safety and copyright. When your child starts at the nursery, you will be given website access information.

There is also a Parents' Forum open to all which you are welcome to join.

You can arrange a meeting with the Manager at any time.

**Your views and comments are really important to us. At various times and by various means, we will ask for your feedback. Please give generously!**

### Health Visiting Service

Consultation with a Health Visitor is available within the Nursery, by appointment.

## Collection

**Please inform the Nursery Manager or team leader if your child will be collected by anyone other than those named on your child's enrolment form. It is only under exceptional circumstances that we will allow children to leave with anyone we have not met previously.**

**Children are not allowed to leave the nursery with anyone under the age of 16 years.**

## Promoting Positive Behaviour

In the Nursery, positive behaviour is promoted by teaching children to be proud of whom they are and their achievements, by taking care of their friends and looking after toys and equipment.

At times all children display different types of behaviour. Inappropriate behaviour is always treated in the first instance with an explanation in a calm and consistent manner to ensure

that all children are aware of our rules and why they are set. To deal with challenging behaviour the following steps are followed:

1. Staff member will explain to the child why the behaviour is inappropriate.
2. If the behaviour persists, the child may be removed from the situation to another activity and supervised by a staff member.
3. Time out may be used where the child is removed from main activities but is still within the playroom and supervised by a staff member. Parents will always be informed if time out is used.

## Illness

In order to prevent the spread of infectious diseases, children will be excluded from our Nursery if they have an infectious illness. We observe the policies and guidelines of NHS Grampian regarding exclusion of children and giving of medication. If your child requires medication please provide written instructions in accordance with our medicines policy. Please note we cannot give medicine to a child unless it is in its **original packaging**. If medicine has been prescribed, it must be clearly labelled by the pharmacist.

If your child appears off colour but you are unsure if they are ill please inform the staff. We will observe and care for your child and inform you if their condition deteriorates. If a child becomes sick at nursery every effort will be made to contact you. The Nursery reserves the right to remove your child to hospital in the event of an emergency.

## Medicine Policy

Medicines will only be accepted if they are in their original packaging and a medicine form completed.

Medicines dispensed by a Pharmacist must have a clearly printed label containing details of your child's name, date, dosage, and duration of the course of medication. As parent or guardian should complete a medicine sheet and sign that the instructions for administration are correct.

Only qualified staff administer medicines within Broomhill Nursery. Medicines given are recorded accurately on the Medicine Administration Sheet and the sheet signed by the staff member who administered the medicine.

The Nursery may require a letter from you, and your child's General Practitioner to support the long-term administration of medicines. Guidance may be required on the administration of certain prescribed medicines.

When you come to collect your child you will be informed of the medicine administered during their stay at Nursery. Medicines will be returned to you. Parents must sign on receipt of the medicines at the end of the day.

In cases of your child being in pain or having an elevated temperature, usually due to teething or the early onset of a minor illness while at Nursery, verbal consent for administration of medicines (Calpol, teething gels, or others as stated on your child's enrolment form) will be sought over the telephone. A qualified staff member will then record your consent on the Medicine Administration Sheet, administer the medicine, sign as given and request your signature when you arrive to collect your child.

### Protecting and Safeguarding Children Policy

At The Broomhill Nursery our main aim is to promote the welfare of each child. Child Protection and how it is implemented is an important aspect of the care of children. All team members are trained to deal with any concerns sensitively and professionally.

Copies of all The Broomhill Nursery Policies and Procedures can be obtained from the Nursery Manager and are available for staff to read on the password protected Staff website pages.

## Equal Opportunities

Everyone at The Broomhill Nursery is valued as an individual. During play there is no distinction made of gender, race or disability. Our Staff are aware of religious and cultural considerations. Materials used within our Nursery feature different genders and races in non-stereotypical roles in order to reflect the diversity of our multicultural society.

### **Policies and Procedures**

Copies of all the Broomhill Nursery policies and procedures can be obtained from the Nursery Manager.

### **Complaints**

Broomhill Nursery is registered by and abides by the Rules of Registration as laid down by

The Care Inspectorate,  
North Region,  
Johnstone House,  
Rose Street,  
Aberdeen  
AB10 1UD.

Tel: 01224 793870

We pride ourselves in our level of communication and hope that you receive the right amount of feedback about your child's development and progress at the Nursery. Please voice any concerns you have to a member of the management team. The issue will be thoroughly investigated and the outcome discussed with the parent/carer within 28 days. Should you feel that you are not satisfied with the outcome you should contact the Care Inspectorate.

All complaints will be logged and are available for inspection by the City Council, and the Care Inspectorate.