

## NURSERY INFORMATION

Address Main building  
2 Kelly Street  
GREENOCK &  
Campus in St Mary's Primary School  
Tel No 01475 715620

### STAFF

|                              |                  |
|------------------------------|------------------|
| Acting Head of Centre        | Patricia Wylie   |
| Acting Depute Head of Centre | Gaynor Wiggins   |
| EYECO                        | Ann Holms        |
|                              | Cathy McNellis   |
|                              | Allison Bell     |
|                              | Karen O'Donnell  |
|                              | Louise Robertson |
|                              | Roseann McDonald |
|                              | Isley Mullan     |
|                              | Nicole Mortimer  |
|                              | Coral Arkley     |
|                              | Cheryl O'Hare    |
|                              | Kim Milloy       |
| Teacher                      | Ailie Rankin     |
| Support Assistant            | Alison Killeen   |
| Support Assistant            | Christine Allan  |
| Support Assistant            | Margaret Smith   |
| Clerical Assistant           | Janette Welson   |
| Clerical Assistant           | Kay Deering      |
| Janitor                      | Margaret Maloney |

### POLICIES

The nursery operates Inverclyde Council's 'No Smoking Policy' and smoking is not allowed in the nursery building or nursery grounds.

There is a complaints procedure within the nursery, please see Patricia or Gaynor

### OPEN ACCESS

#### The office is located in the main building

The nursery also operates an 'Open Door' Policy. The children will rotate around both campus's throughout the year.

## **KELLY STREET CHILDREN'S CENTRE**

### **INFORMATION FOR NEW PARENTS 2015—2016**

#### **Email:**

**[InKellySt@glowscotland.onmicrosoft.com](mailto:InKellySt@glowscotland.onmicrosoft.com)**

#### **Twitter:**

**Kelly Street CC**



Your child \_\_\_\_\_ will start nursery

On \_\_\_\_\_

At \_\_\_\_\_ his / her keyworker will be

\_\_\_\_\_

### **NURSERY OPENING TIMES**

The morning session starts at 8.45 a.m and finishes at 11.55 a.m with informal arrival between 8.45 a.m and 9.05 a.m and departure between 11.35 a.m and 11.55 a.m.

The afternoon session is from 12.30 p.m to 3.40 p.m with similar informal arrival between 12.30 p.m and 12.50 p.m and departure between 3.20 p.m and 3.40 p.m. We would appreciate if these times could be adhered to as staff plan for your child's learning out with these periods. We have limited 2 1/2 day pattern of attendance and also have wrapround facility which parents pay extra for. Due to the increased hours we are limited for time and we ask that the latest pick up must be 11.55 or 3.40 as the staff have lunch and finish at 3.45p.m. Please speak to Patricia or Gaynor for further information. The nursery operates a term time service.

### **ATTENDANCE/ACCIDENTS**

Regular attendance is obviously desirable. A telephone call from parents if a child is going to be absent for one day or more is essential. A prolonged, unexplained absence may result in a child's place being offered to another child from the Register of Applicants. If your child has a bump in nursery you will be informed and asked to sign our accident book. If your child has an accident or bump at home could you please inform your child's keyworker.

### **ROUTINES**

Please help your child to find his/her coat peg and hang up outdoor clothing. When you collect your child at the end of the session, please make sure that your child's keyworker knows that he/she has left the nursery. If someone else is collecting your child, it is essential that we know who it will be. We will not send a child home with someone we don't know or aren't expecting until we speak to emergency contact.

### **CHILD PROTECTION**

A leaflet is contained on Child Protection in this pack. If your child has a bump, cut etc. please speak to a member of staff at the beginning of the session.

### **CLOTHING**

Suitable clothing for active play is advised. Bear in mind that the children's activities can be quite messy, so please wear appropriate clothing. Each child has his/her own shoe bag supplied by the nursery. Please help avoid mix-ups by naming all 'removable' items of clothing and footwear.

Many children have identical coats, shoes etc., so confusion is all too easy. Please do not allow your child to wear items of value e.g. jewellery. The nursery is not responsible for losses. Earrings **MUST NOT** be worn in nursery. Football colours are not permitted in the nursery.

### **PARKING**

Could all parents be aware of parking when dropping their child off at nursery.

### **SWEATSHIRTS**

Nursery sweatshirts and polo shirts (with Kelly Street Children's Centre logo) are available. The price of the polo shirts are £9.00 and sweatshirts are £9.50

### **WEEKLY VOLUNTARY CONTRIBUTION**

In order to finance snacks, baking ingredients and small items of equipment, we request a weekly contribution of **£2.00** for each child. These costs are not met by the Local Authority, so we rely on the generosity of parents.

### **CONTINGENCY PLAN**

This can be seen in the evacuation procedures within the nursery. If the contingency plan is put into operation we can be located at St. Mary's Primary School or Kelly Street Children's Centre.

**Your child will spend one hour in nursery on the first day. This will be gradually built up until your child is settled and ready to stay for a whole session.**