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# WELCOME PACK

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## Helpful Guide To Joining Liberty Kids!



This guide has been written for parents and children just starting their learning journey with Liberty Kids, to help you settle in smoothly!

Firstly a huge welcome to all our children, parents and carers! Liberty Kids understands parents are looking not just for childcare, but for something extra special, a place where your child will be happy, safe, nurtured and cared from the moment they arrive!

From inquisitive little babies to spirited pre-schoolers; every child has their own unique personality; their own little quirks, likes, dislikes and interests. Each child developing at their own pace, in their own time!

Liberty Kids will provide your child with as many new, interesting and stimulating experiences as we can, to help develop their knowledge, imagination and unique personality. We support all our children so that they flourish and grow in their own special way into confident individuals.





Our nursery is divided into specific rooms; babies, toddlers and pre-school. Our babies and toddlers on the ground floor will come together at times each week, we believe this is important in creating a true sense of community among our youngest children. We find that adopting this practise makes for a seamless transition when your child is ready to move onto the toddler room. As your child will gradually become familiar with all of the team and feel at ease in both the baby and toddler rooms.

The preschool has their very own floor to give them their own independence! Its very much orientated towards encouraging independence skills, such as toileting, hand washing, flexi snack, coats and shoe changing. Its the transitioning step to primary school and a very important aspect to your child's early education.

The nursery is designed with security in mind, we have a lovely welcoming area where access to the nursery is controlled by a combination of intercom, staff key fobs and personal identity.

Each room is a joy to spend time in, using natural gentle colours and materials, all are flooded with natural light, creating a secure and wonderfully homely feel. All play equipment are age-appropriate and of the highest standard, everything's brand new and will be regularly replaced and added to. The centre has been professionally designed especially to give your child the opportunity to explore, develop and flourish.

Healthy physical activity is a big part of the day, even in bad weather, when just tog up, pull on our waterproofs and wellies and carry on regardless, making the most of the fresh air and freedom. If the weather is really bad (icy conditions), that even the most intrepid team members cant face it we simply use our indoor studio space.

The pursuit of our vision and principles can be found in every aspect of the childcare we provide. This encompasses the environmentally child friendly nursery design, the team we employ, the food we serve and the policies and procedures to which we adhere. We are huge supporters of communicating openly with parents to reassure and instil trust and confidence in Liberty Kids.

## What Should My Child Bring To Nursery?

### Things to bring for your baby:

- Spare nappies
- Baby Wipes or alternative as preferred
- Nappy cream
- Comforter
- Expressed breast or formula milk
- Change of clothes for the time of year – including vest, shirt, trousers and socks
- Coat, hat and gloves
- Sun cream/ sun hats
- Any special creams that need administering

**“Liberty Kids -  
Happy Place,  
Happy Children”**

### Toddlers & Preschool need to bring:

A pair of Indoor shoes - slippers, crocs or velcro plimsolls, no laces please! At least one full change of clothes, more if toilet training, in a bag which is not plastic or drawstring. Sun hats and sun cream for spring/summer. Clothes for all weathers - an outdoor coat, wellington boots, hat, scarf and gloves for autumn/ winter. Please label all your child's belongings with their full name.

### Child Care Vouchers

We accept electronic childcare vouchers as a method of payment, please ensure that you set up the vouchers to be payable to Liberty Kids by the 1st of every month. To set this up with your employer you will need a few details from us please email at [info@libertykids.co.uk](mailto:info@libertykids.co.uk) and we will send them right to you.

### Fees

These are due for payment on the 1st of every month, we operate a late payment charge system so please ensure that payment is made by the 1st. If you have difficulty paying the fees please do contact Sam without delay.



### Uniform

For children from the age of 2 years, we have just introduced a uniform. We believe parents will love having hardwearing, easy to wash clothing that stands up to an action-packed day at nursery! We offer a range to suit boys and girls, in colours of your choice. You can purchase a range of items direct from our supplier online at [www.mapac.com](http://www.mapac.com)

### Suitable Clothing & Shoes

From toddlerhood and beyond you can support your child's growing independence at nursery by ensuring that clothes and shoes are super easy to put on and take off. Shoes should be Velcro (laces are too difficult for little fingers). Clothes should be easy to manage, with a simple pull up and pull down. Unsuitable items are laces, belts, stiff fastenings and dungarees.

## Facebook

'Like' us and 'follow' us on Liberty Kids Facebook page, we post every week and put up lots of reminders and photographs showing special events on the nursery! Its a fun and easy way to keep up to date.

**“My Child loves going to nursery and I love being able to drop him off knowing he is in a safe place with lots of cuddles if he needs them”**

*- PARENT FEEDBACK FROM 2013 SURVEY*

### **'Whats On' Board!**

Is located in the main hall of the nursery and we write details of upcoming events, outings or celebrations the children are involved in!

### **'Parents Comments Board' & Suggestions Box!**

Our Parents Comments Board is located in the main hall, grab the white board pen and write down your thoughts! Our suggestions box is at the front door, post your thoughts on the labels just beside it. ! We love to hear your ideas!





### **Listening & Sharing - we actively encourage this!**

Our nursery door is always open for an informal drop-in and we'll invite you to parents evening's to share news about your child's progress and to be involved in our Parental Involvement Group.

### **Parents Boards - browse every time you pass!**

Our Parents Boards are located in the every room, bright green and shaped like an elephant, its jammed pack with useful information, up-dates and community events. In the baby room its as you exit the door, in toddlers above the coat pegs and in pre school its in the cloakroom as you exit.

### **Car Parking - Safety**

Moray Council have stipulated the following with regards car parking. The nursery car park is for 'Dropping off & Collection of children' only, should you need to park longer than a few minutes, please park in the unrestricted parking directly across from the nursery. Please be careful not to park across the disabled cross hatchings bay as its blocks

parents with prams using the ramp. Please drive very slowly with great caution. Cars and their contents are left in our car park at the owner's own risk, we do not accept responsibility for any loss or damage.

### **Children's Projects!**

"We work with children's ideas, which in turn create fabulous long-term projects. These projects can last a few weeks to many months and we will document them to demonstrate how children are learning.

To share these special projects we will display them on what we call 'living panels' in our discovery hall area. Also have a look at the children's fabulous floor books that document how the projects evolve and develop over time.

### **Learning Opportunities At Every Turn!**

The two curriculum frameworks that guide our approach from birth to five years are the 'Pre-birth to Three Framework' and the 'Curriculum for Excellence'.

At Liberty Kids we understand that children learn best through hands on play and active learning, this approach allows your child to develop and learn to their full potential, at their own pace and according to their individual stage of development.

Our programmes are carefully designed to be flexible to reflect your child's needs, strengths and interests, ensuring and supporting progression in all areas of learning and development. We ensure a good balance of

opportunities to enable children to exercise choice, participate in free play, enjoy adult directed experiences as well as being part of small and larger groups. There are boundless opportunities to learn at every turn, including early reading and maths skills, mark-making, imaginative play and ICT. We challenge children's thinking with mind maps, floor books, observations and discussions. We strive to provide both enriching and stimulating experiences. We encourage, nurture and support your child in creating a platform for a love of life long learning.

### **Learning Journals!**

We are really proud to be the only nursery in the North of Scotland who has invested and provide at no additional cost 'Learning Journals'. This allows you to 'login' in the comfort of your own home and see in 'photographs and written observations the progress your child is making in nursery. It links to both curriculum frameworks and allows you to comment too!

You will soon receive an email with your password so you can login too! Worried you don't have access to a PC? Just ask to login in the nursery, we have a parents Pc just for you!



### **Key Carer – How does this help my child?**

We recognise that each child is an individual with specific needs, to ensure that these needs and learning requirements are met every child is allocated a designated Key Carer. Their role is to develop a secure and trusting relationship with the children and families they are responsible for. They will support your child during the settling in process and throughout their time at nursery.

This is also your main point of contact day to day, during your time with Liberty Kids.

### **Illness or Absence**

If your child is absent from nursery for any reason, please do let us know as soon as possible. This ensures activities can be planned so they won't miss out and will be rearranged for their return. If your child is ill please refer to our Sickness Exclusion Policy, available to view in each room and online at [www.libertykids.co.uk](http://www.libertykids.co.uk) in our Parents area under 'Policies'.

### **Infection Control**

To maintain a safe environment our policy on illness is that on the occasion that your child should have a sickness or diarrhoea outbreak we would ask that you keep them at home for 48hrs after their last episode.

We ask that you do not administer Calpol before bringing your child into nursery, this only works short term and can mask important symptoms of illness from the team.

If your child is unwell, Liberty Kids asks that in their own best interests and that of the other children that they remain at home. If your child require regular medication for on-going health problems this can be reviewed and discussed with the team.

### **Policies at Liberty Kids**

Liberty Kids have put up the most popularly requested policies online for you to view at anytime. Please go to our website at [www.libertykids.co.uk](http://www.libertykids.co.uk). A full set of policies is also held in each room to view at anytime.

### **Mail Chimp**

We use mail chimp email to send you reminders, updates and so on, you will soon get an emails from us!

### **Meals & Snacks**

A weekly menu will be displayed on the Parents Board, all children attending a morning session will have a nutritionally balanced two course lunch and all afternoon children a two course lighter supper. All children will also have a healthy snack during each session too.

### **In Partnership With You!**

Our aim is to work in close partnership with you to complement your approach to caring for your child. We know that the closer our nursery teams work in partnership with you, the more rewarding your child's time in nursery will be! We warmly invite you to join our Parental Involvement Group, we meet bi-monthly in the nursery with staff members to drive the nursery forward, provide time to reflect and evaluate and adopt a key goal! All parents will be copied into the minutes via email.



### **Parents Area**

We have a 'Parents' Area on our website at [www.libertykids.co.uk](http://www.libertykids.co.uk), you can find lots of useful information, popular recipes, nursery rhymes we sign and useful policies too.

### **Parents Getting Involved!**

Liberty kids actively encourage parental involvement, if you have any skills that you would like to share with the children please feel free to discuss this with us. We welcome all types of skill sharing from any area - from dance, story telling, gardening and so much more! We also welcome parent volunteers who would like to join us on weekly outings, please do let us know if you can!



Our stance is simple 'Our Nursery, Your Nursery', after all our collective aim is to ensure happy and contented children who are brimming with confidence grown from gentle encouragement and new found experiences!

### **Our Team**

We have a 'Meet The Team' board in the main hall, you can see who every one is and what their position and qualifications are too. We take pride in employing a 100% qualified team, with the exception of our apprentice who is completing her SVQ Level 3 through Moray UHI. We believe in supporting ongoing development and training and this goes on in the 'background' continuously.

### **Liberty Kids - Aims, Objectives**

At Liberty Kids we aim to provide a quality childcare setting, which nurtures the holistic development of every individual child and encourage them to become active participants in society. We recognise parents/carers as the children's first and most important educators and as such we are committed to building strong positive parental partnerships.

We aim to provide a safe and secure setting which will stimulate each child through a wide range of play based child led activities and experiences. These activities and experiences form the foundation of positive relationships and in turn provide children with the tools to develop and flourish as confident individuals.

Liberty Kids recognises that discrimination is unacceptable and will treat all children, carers, visitors and staff as individuals irrespective of their ethnic origin, culture, religion, gender, ability, social background or sexual orientation.

All staff will strive to deliver a high quality of care, meeting the requirements of the National Care Standards. Liberty Kids staff will undertake appropriate training to meet SSSC Registration and enhance their performance, creating positive role models for the children. At all times, staff will be aware of their responsibility to share and deliver best practice and take part in all mandatory training as well as extend their continuing professional development.

Staff will work with parents, carers and other professional's agencies to provide all children with quality care and Early Years education. We will use the SHANARRI wellbeing indicators to ensure we are meeting the needs of all children. We will deliver pre-school education meeting both national and local guidelines which will cover the key areas for a child's development. Liberty Kids aims to provide a broad range of learning experiences guided by "The Curriculum for Excellence" and will use the "Child at the Centre 2" document to evaluate delivery of this. The "Pre-Birth to Three" document will guide delivery of care and education for our younger children.

Liberty Kids aims to develop children's language skills and cultivate their knowledge and understanding of both local community and our environment. We are registered on the "Eco-Schools" programme and are currently working towards our first flag.



We aim to allow children to appreciate free expression through a range of play, artistic, musical and physical activities delivered by staff and visitors. Staff will help children develop social eating habits and encourage their knowledge and appreciation of personal hygiene and acceptable positive behaviour. Staff at Liberty Kids will always take time to listen to a child and will aim to build their confidence and self-esteem through developing and nurturing them as individuals. Children's interests and ideas will always be the key to planning and implementation of daily activities.

Liberty Kids is aware of the importance of outdoor play and aims to get the children outside to play on a daily basis. We will encourage the children to respect their surroundings and to express their ideas and preferences and use these to develop their physical play outdoors.

Liberty Kids will liaise with parents and carers informally on a daily basis and will regularly report on their child's progress and development, view online at all times through Learning Journals.

Liberty Kids will evaluate the provision's performance through audit procedures by CALA (Care and Learning Alliance), HMIE (Her Majesty's Inspectorate of Education) and SCSWIS (Care Inspectorate). We will also use child, parent and staff surveys to provide the best quality service possible.

## Liberty Kids Values

Throughout our work we will value:

- Children and parents/carers rights to be treated with respect, confidentiality and dignity.
- Families, their culture, race, religion and beliefs.
- Families rights and responsibilities.
- Parental involvement in the nursery and their views.
- Openness and honesty
- Diversity in the delivery of the service

We hope that you have found this guide useful and if you have any questions, please just ask!

## Contact Details:

Liberty Kids, 32 Reidhaven Street, Elgin, Moray, IV30 1QH

**Tel:** 01343 731010

**Email:** [info@libertykids.co.uk](mailto:info@libertykids.co.uk)

**Manager:** Sam Taylor - always on hand to help!

