



HERIOT HILL NURSERY

A LITTLE BIT OF HISTORY

Liz Gallacher, the owner of Heriot Hill Nursery has been providing childcare in the Bellevue area for nearly 20 years. The original nursery was set up in 1988 in East Claremont Street. Liz had previously been a primary teacher and had a young daughter herself, which gave her the experience and insight to run a successful nursery. In 1995 she was offered some larger premises in nearby Heriot Hill Terrace. The nursery at Heriot Hill again expanded quickly and ran alongside the nursery at East Claremont Street for many years. In 2004, Liz decided to amalgamate the two nurseries to the bigger site at Heriot Hill.

OUR PHILOSOPHY

At Heriot Hill Nursery our aim is to provide a safe and happy base from which a child can develop and progress positively through the first years of life. We believe it is vital to establish a close partnership with parents so that together we can provide the best possible start for your child.



THE NURSERY

Heriot Hill Nursery is in a former office building at the end of Heriot Hill Terrace. It has been converted specifically for nursery use and provides spacious, bright and airy accommodation. We have six large playrooms, a sensory room, music & movement room, and a large general purposes room. We also have the benefit of three large outdoor areas which provide a variety of outdoor experiences for our children.

OUR PROVISION FOR THE UNDER 3'S

We have four playrooms for our children under 3. The children are looked after in their age groups: 0-1, 1-2 and 2-3 years. Building relationships provides the basis for young children's development and learning and our staff are trained to respect each child as an individual and respond to their needs appropriately. We work closely with parents and recognise that they have a deep understanding of their own child from which we can learn. We use materials provided by Learning Teaching Scotland entitled 'Birth to Three, Supporting Relationships, Responsive Care and Respect' as a basis of our work with this age group.



GLOW-WORMS ROOM – 0-12 months

Our baby room is known as Glow-Worms Room which is situated on the ground floor of the building. This room caters for children from birth to approximately one year and is registered for 11 babies. The room has the benefit of it's own kitchen, changing facilities and a separate sleep room. Here, the emphasis is on love, care and building strong relationships. At this stage, we aim to work closely with parents in order to establish a routine for our youngest children.

Parents are requested to bring nappies, cream and wipes. You may also need to bring ready mixed bottles of formula or expressed breast milk. Depending on the age of your child, you may also wish to bring some pre-prepared meals from home or jars of baby food until such times as your baby is ready to eat nursery food.



CATERPILLAR'S AND LADYBIRD'S ROOM – 12-24 months

When walking, babies graduate to either Caterpillar's or Ladybird's Room, both of which are situated on the first floor. These rooms have their own kitchen and changing facilities, and also have direct access to our delightful Sensory, and Music and Movement Rooms. They also have their own dedicated outdoor play area which is covered with soft surface and has suitable outdoor toys for this age group. Here, the children learn to become slightly more independent and have the choice of a wide range of activities such as painting, playdough and various types of imaginative play. Again, the emphasis here is on love and building relationships. By this stage your child will definitely be eating nursery food so you need only bring nappies, cream, wipes and a change of clothes. For all children under two, staff provide a 'daily ticket' which is a written summary of your child's day.

BUMBLE BEES ROOM – 24-36 months

At the age of two, children move to the Bumble Bees Room. This large, spacious room has direct access to the garden which boasts it's own allotment area. It also has good facilities for toilet training – crucial for this age group - and it's own kitchen. Here, we aim to provide a warm, loving environment. Your child will enjoy interacting with their peer group and taking part in more challenging and organised activities. Many of these are based on making the children aware of the world around them. Planning is responsive and spontaneous, taking into account the needs of the children. Regular outdoor play is an important feature, and again their play area has been covered with safety surface and has a range of safe and fun outdoor resources.



PRE-SCHOOL – 3-5 YEARS

Around the age of three, children transfer to our Pre-School Department. We work in partnership with the City of Edinburgh Council to provide pre-school education, and children attending Heriot Hill Nursery are entitled to the Pre-School Grant which is approximately £1000 per year. This is offset against monthly fee payments.

The Pre-School Department has two bright, spacious classrooms each with the capacity for 30 children. We also have a large Resource / General Purposes Room which is used for music, drama, French lessons and other specialist activities. Our office and main nursery kitchen are also situated in this part of the building.

The Pre-School Department also has excellent dedicated outdoor facilities which include a large enclosed garden equipped with a climbing frame, a playhouse and an area for planting and digging. We also have a soft-surface area which is used for bikes, trikes and ball games.

Bluebirds Room caters for our ante pre-school year (3-4 year olds) and **Swallows Room** is for children aged 4-5 years.

In the Pre-School Department, we follow the National Curriculum and prepare children for entry into Primary 1. The staff here plan a balanced programme of activities to prepare children for school in line with the Pre-School Curriculum. The weekly plan is displayed on the Parent's Notice Board.

We hold two parents meetings per year in the Pre-School Department. One around the beginning of term in September, and one at the end of term, around June. During these meeting we discuss your child's progress and prepare a report for you. In the pre-school year, staff prepare a transition record which we share with you and pass on to your child's primary school.



STAFF

The nursery is under the Directorship of Liz Gallacher who is a qualified Primary School Teacher and has also completed a Post-graduate Certificate in Early Education.

The nursery is managed by Charlie Wardill who is a qualified and experienced Nursery Nurse. Charlie also has a qualification in Nursery Management. Her Deputy is Carol McVicar who is also a Nursery Nurse and a mother of two small children herself. All the other staff are qualified Nursery Nurses or, are studying towards SVQ Levels 2 and 3 in Childcare & Education.

We are fortunate to have a very high staff ratio (1-3 for under 2's and 1-5 for 2-3's). We recognise how important the building of stable relationships are for young children and have a very good record of staff stability. The Pre-School Department works on a 1-8 ratio but with additional specialist staff from time to time. Your child will be assigned to a particular member of staff who will be happy to discuss your child's daily routine and any problems which may arise. Your Key Worker will also keep informal records which of course you are welcome to see at any time.

The Nursery Administrator, Joyce Kane, deals with all enquiries regarding bookings and fees. She is based at the office within the Pre-School Department and can be contacted on 0131-557-9907.

The Nursery Cook, Adam, will be happy to discuss your child's dietary requirements with you.



USEFUL INFORMATION

ADMISSIONS

We welcome parents to come and look round the nursery but do prefer that you make an appointment so that time can be put aside to chat to you about your child and the nursery. The best time to look round is mid morning or afternoon when you will see the nursery in full swing. Places are limited and are subject to availability so it is best to plan well in advance. For children under three, the nursery only accepts full day placements with a minimum of 2 days. A deposit of £100 (which is non-returnable on cancellation of a booking) is required to confirm the booking, but deducted from your final month's fees. The Manager will organise appropriate settling-in arrangements for your child.

OUTINGS

We are very fortunate to be close to many local amenities. We regularly visit The Botanic Gardens, Scotland Yard Adventure Playground, the Library, Museums and Art Galleries. We also enjoy taking part in special events such as The Children's Festival and many of the opportunities that Edinburgh has to offer. You will be asked to give written permission for outings on your admission form.

SPECIAL CLASSES

For some age groups we have special classes, such as The Music Man, Yoga Bugs, French and Drama classes. Parents are asked to pay for extra classes but these are optional.



DISCIPLINE

We realise that developing independence and self-discipline takes time and effort. Our aim is to work towards the child learning to keep himself safe, secure and socially acceptable. We show good example by treating the children with respect, politeness and consideration. We like the children to know they are valued by giving them time, attention and general praise whenever we can. We try to take a positive and consistent approach with matters of discipline.

CLOTHING

We recommend that play clothes be worn in nursery. We do provide aprons for messy play but allowances have to be made for artistic over-exuberance ! Parents should also provide a full change of clothes and nappies where applicable.

HEALTH

Children who are sick should be kept at home. If your child becomes unwell at nursery, we will telephone your contact number to have your child taken home. Parents should ensure that contact numbers are always kept up to date. Please also ensure that your 'emergency contact' is someone who may be contacted readily.

MEDICATION

If a child is receiving regular prescribed medication, parents are asked to label this clearly and give it to the member of staff responsible for your child. Apart from immediate first aid treatment, no medication will be administered to children without the parents written permission



FOOD

We consider mealtimes to be an important part of children's emotional, social and personal development. The nursery has achieved Scotland's Health at Work Award and healthy eating is a vital part of our healthy living philosophy.

We are fortunate to have a good sized commercial kitchen, and a trained and experienced chef who works in the nursery every day. A nutritious mid-morning snack is prepared which usually consists of toast with various toppings, served with organic milk and fruit. We operate a four-week menu which allows parents to plan ahead. In response to parental requests, we provide only fruit and yoghurt for pudding except on a Friday when a traditional hot pudding is served after their soup. Afternoon snack consists of home baking, sandwiches, and various other savoury snack items. Fruit and milk are also served at this time.

A copy of the four-week menu is enclosed.

We can cater for children who have allergies, but we do need clarification on the nature of the allergy and would advise parents that it is best to restrict as few foods as possible from your child's diet, as it often causes difficulty when children are given different food from their peers. The weekly menu is displayed in each playroom.



Week 1	Week 2	Week 3	Week 4
MONDAY Oven baked macaroni cheese with broccoli or green beans	MONDAY Chicken & sweet corn pasta with broccoli <i>Vegetable pasta</i>	MONDAY Tuna & sweetcorn risotto <i>Vegetarian risotto</i>	MONDAY Mediterranean bean and tomato pasta
TUESDAY Moroccan style roasted courgettes and sweet peppers with chick peas and cous cous	TUESDAY Golden fish kedgeree <i>Vegetarian kedgeree</i>	TUESDAY Crispy vegetable pasta bake	TUESDAY Vegetable & noodle stir fry
WEDNESDAY Spaghetti with tomato and basil sauce	WEDNESDAY Creamy ham & cheese tagliatelli	WEDNESDAY Chicken pie with broccoli <i>Vegetable pie</i>	WEDNESDAY Vegetable hotpot
THURSDAY Cottage pie and peas <i>Soya mince option</i>	THURSDAY Korma vegetable curry with rice	THURSDAY Sausage casserole & mash <i>Vegetarian casserole</i>	THURSDAY Fish pie with peas <i>Vegetable pie</i>
FRIDAY Lentil & tomato soup ----- Apple sponge with custard	FRIDAY Farmhouse vegetable soup ----- Seasonal crumble with ice cream	FRIDAY Minestrone soup ----- Coconut sponge with jam	FRIDAY Potato & leek soup ----- Baked rice pudding with jam

GREEN TYPE DENOTES VEGETARIAN OPTION

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REGISTRATION, REGULATION AND INSURANCE

We are registered and regulated by The Care Commission who inspect and re-register our premises yearly. Our Inspection Reports are available for perusal at any time. Our Pre-School Centre is in partnership with the City of Edinburgh Council's Children and Families Department for the provision of pre-school education. We have regular contact with our colleagues in the Education Department and our staff have access to the City Council's excellent professional development training.

We have full and comprehensive insurance and we undertake regular fire drills and risk assessments of the premises.

We are members of the National Day Nurseries Association and receive regular updates of any developments in the childcare world. Our nursery has also achieved Scotland's Health at Work Bronze Award and we are very much committed to healthy living for both the staff and the children.

We have also registered to become an ECO School and both staff and children are working hard at re-cycling and being environmentally aware.

We welcome comments and suggestions from parents and have Suggestion Boxes located in each room.

Should you have any reason for complaint, you should first of all approach the Manager who hopefully will be able to resolve any difficulties you may experience. In the event of the matter not being resolved, you are entitled to take your concerns directly to The Care Commission, who will investigate on your behalf. Their contact details are: **South East Region, Stuart House, Eskmills, Musselburgh, EH21 7PB. Tel: 0131-653-4100. Fax: 0131-653-4149**



FEES

Fees are paid monthly **IN ADVANCE** by standing order.

THE FEE RATES ARE AS FOLLOWS:

DAILY RATE	35.00
WEEKLY RATE (for full time children)	170.00
MORNING RATE (FOR CHILDREN OVER 3 ONLY)	20.00
AFTERNOON RATE (FOR CHILDREN OVER 3 ONLY)	17.00

Please note we only accept full day placements for Children under 3.

To calculate the monthly rate, simply multiply the weekly sessions by 51 then divide by 12.

- A deposit of £100 will be payable on registering your child and deducted from the final months' fees.
- For children in receipt of pre-school funding, deduct £102.50 per month.
- We also accept childcare vouchers
- Due to our Registration requirements, we are unable to swap pre-booked sessions.
- Extra sessions can be purchased at the daily rate subject to availability. We also offer a special extra session rate on Fridays' of £30.
- **PARENTS SHOULD ALSO NOTE THAT IF A CHILD IS REMOVED FROM NURSERY WITHOUT NOTICE THEN ONE MONTHS' FEES MUST BE PAID IN LIEU OF NOTICE**