

Ardler Primary School
Nursery Class



Parent/Carer
Handbook 2025-2026

A Warm Welcome

Welcome to Ardler Nursery. In this handbook, we aim to provide you with the information you may need about our Nursery and answer most of the questions you many have.

We have an open door policy at Ardler Nursery, so please feel free to chat with a member of staff if there's anything you would like to ask.

Contents include:

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Complaints Procedure

Should you have a complaint concerning the Nursery or your child's education you should contact a Senior Early Years Practitioner in the first instance and, if necessary, arrange to discuss the matter with the Head Teacher. If the matter cannot be resolved at this stage, then you will be advised to write to the Director of Education. You may also make a complaint to the Care Inspectorate and leaflets explaining both Dundee City Council's and the Care Inspectorate's Complaints Procedures can be obtained from the Senior EYP, school office, public libraries or Dundee City Council Offices.

Contact Information

Email: ardlerearlyyears@dundeeschools.scot

Phone: 01382 436500

Address: Ardler Primary School Nursery
Turnberry Avenue
DD2 3TP

Welcome to the Ardler Family!

Our Staff Team

Staff Name	Role
Louise Reid	Head Teacher
Julie Gibson	Depute Head Teacher
Marta Krawczynska	Senior Early Years Practitioner
Zoe Robson	Senior Early Years Practitioner
Evonne Stewart Brown	Nursery Teacher
Jenna Robb	Early Years Educator
Kim Cowan	Early Years Educator
Dani McRither	Early Years Educator
Claire Marshall	Early Years Educator
Siobhan Milligan	Early Years Educator
Kay Milton	Early Years Educator
Rachael Soutar	Early Years Educator
Jordan Roeleveld	Early Years Educator
Justyna Kasprowicz	Early Years Support Assistant
Louise Todd	Early Years Support Assistant
Shannon McSherry	Early Years Support Assistant
Stacey Millar	Early Years Support Assistant
Nikki Beveridge	Admin Officer
Glenda Watt	Primary and Early Years Support

Session Times

Sunshine Room for 3-5 Year olds:

There are 2 session times available for the Sunshine Room: 8.30am-2.30pm or 9am-3pm.

Children attending from 8.30am will be greeted by a member of staff and welcomed into the playroom. Our Nursery door will open at 8.55am for the 9am session and will close at 9.15am. If you are bringing your child to Nursery after this time, drop off will happen at the Nursery door to ensure consistency for children who have already settled within the playroom.

Collection:

Children who are being collected between 2.15 and 2.30pm will be collected from the family room.

If your child attends the 9am-3pm session and you would like to pick up early, please let a member of nursery know so we can have your child ready for you. The nursery playroom door will open to collect your child from 2.45pm. The latest collection is 3pm. If you arrive before this time, a member of staff will bring your child to you.

If you would like to collect your child earlier than the expected time, please make a member of staff aware when dropping your child off in the morning, or school office staff by telephone.

If you would like additional hours for your child out-with these core hours, you can pay to top these up. Please speak to a member of staff and they can support you through this process.



We hope you and your child are excited about joining our nursery and that your child will have lots of fun, engage in new experiences and acquire new skills.

Our Vision, Values and Aims

At Ardler Nursery, we offer a welcoming and inclusive environment, where our knowledge of every child and their wider world is used to ensure quality learning experiences and empower them to reach their full potential.

Our vision, values and aims are regularly reviewed as a staff team to ensure we are meeting the needs of all children.



Rainbow Room for 2-3 Year olds:

Drop off: Doors will open from 9am for drop off. We ask that to support settling in and transition, children are dropped off as close to 9am as possible.

Collection: The Nursery playroom door will open to collect your child from 2.45. The latest collection is 3.00pm. If you arrive before this time, a member of staff will bring your child to you.

Children's hours for both playrooms may be tailored to support the individual needs of each child with the clear aim to successfully achieve their full-time attendance.

Key Information

At induction, you will be asked to complete a collection form for your child. Only people listed on this form will be able to collect your child from nursery.

You can add or take names off the collection form at any time by speaking to a member of staff.

Please note: All individuals collecting and dropping your child at Nursery must be aged 16 years old or over.

We are aware that changes may happen during the day. If there are any changes to collection during the Nursery day, please phone the office to make a member of the staff team aware.

Vision, Values and Aims



Ardler Nursery

We offer a welcoming and inclusive environment, where our knowledge of every child and their wider world is used to ensure quality learning experiences and empower them to reach their full potential.

To provide a happy, safe and quality environment for everyone, with the child at the centre.	To build positive, nurturing relationships and get to know every child as an individual, allowing us to meet their needs.	To offer rich and meaningful opportunities to support children to meet their full potential.
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Transition

On your child's first day, they will be invited in with their parent/carer for a **one hour visit**. During this visit, they will spend time in the playroom with Nursery staff and other children. Your child will have an opportunity to explore and meet their key worker.

We aim to increase your child's visit times each day, until they are settled into Nursery. However this may vary for each individual. How children react to Nursery and parting from parents/carers varies tremendously, depending on your child's previous experiences – some settle very quickly, some may need reassurance and more time to feel secure. As a team, we will work closely with you as a family to support and increase your child's attendance pattern to reach their full time pattern.

Key Worker

At Ardler Nursery, each child is part of a small group, along with their key worker. Your child's progress will be observed and documented by the key worker and Nursery team. A close link between yourself and key worker is of great importance. It enables you both to exchange information about your child and work in partnership for the best interest of your child.

The Nursery Teacher and Senior Early Years Practitioners also have an open door policy and will be happy to discuss any concerns or questions you may have about your child.

All staff at Ardler Nursery work to provide you and your child with a quality experience during your time with us.

Family Engagement

If you wish to spend some time in the Nursery, you will be most welcome. You do not need to have any special talents. We hope that some of you, Mum/Dads, Grans, Granddads will be free to join our Ardler family for various events, trips and outings.

There will also be regular planned opportunities to meet with your child's Teacher or Key Worker. Seesaw is used for communicating with families and will be shared with you upon induction.

Throughout the year, we will have various group opportunities including Bookbug, Chattertots, Art at the Start and focused stay and play sessions. Sign up sheets will be advertised for these prior to the dates and we hope to see as many families attending as possible.

Daily contact is important to discuss any problems as they arise and to talk about the child's development. Staff are on hand at the beginning and end of each session for discussions.



Health and Wellbeing

What do I do if my child is ill or not attending?

- PLEASE CONTACT THE NURSERY SCHOOL IF YOUR CHILD IS TO BE ABSENT FOR ANY REASON –our phone number is **01382 436500**.
- If your child has **sickness or diarrhoea**, they must be kept at home for 48 hours from the last time they have shown symptoms. Please follow medical advice for any other infection.

***Please note:** Should your child become ill during the Nursery day or have an accident, we will contact you and if you are not available, your emergency contact person will be phoned. For this reason we ask that you keep all records up to date and make a member of staff aware of any changes to phone numbers or addresses.*

What do I do if my child requires medication while at nursery?

At Ardler Nursery and in line with Dundee City Council, we have policies in place for administering medication. It is essential you inform a member of staff about any medical conditions for your child to ensure correct paperwork is in place. This includes for any inhalers that may need to be kept within the setting or other medication that may need to be administered during the Nursery day.

Clothes

During the Nursery session, changes of clothes may be required. Please ensure your child has a bag with spare changes of clothes to accommodate a full change. Changes of clothes may be required for toileting accidents or from play as we offer various opportunities to children including messy play and water play for all children to explore. We encourage you to keep your child's good clothes at home and provide them with clothes that they can enjoy the full Nursery experience.

If your child has a change while in nursery, these will be in a labelled bag for you to collect in the foyer at home time.

At Ardler Nursery, we enjoy exploring the outdoors in all weathers and encourage you to have a pair of wellies for your child. We have some spare wellies and wet suits that can be provided.

Note: Please ensure all clothes are labelled for your child.

Personal Belongings

At Ardler Nursery we have a large variety on offer, covering the Early Years curriculum. We discourage any personal toys and belongings being brought into the setting. There is a 'Toys from home' box in the foyer that any belongings should be placed into before entering the playroom.

Toys and other belongings from home can be precious to you and we would like to prevent them being lost or broken.

Meal Times

At Ardler Nursery, all meals are free of charge and in line with Scottish Government's *Setting the Table* guidance. We follow the current Setting the Table policy for snack and lunch times.

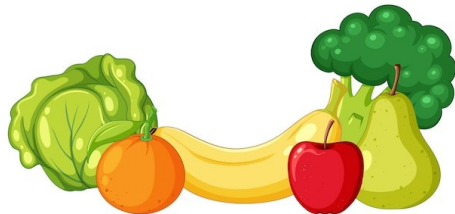
Snack

All children are offered a healthy and nutritious morning snack, including a variety of fruit and vegetables. The daily snack time is an important social experience for children, which we promote in a calm and welcoming environment.

Children will be offered a fruit selection in the afternoon before being collected.

Milk and water is on offer during snack times and we have accessible water fountains that children can access throughout the session.

If your child has an allergy or dietary requirement, please make nursery staff aware so we can provide alternatives.



Lunch Time Experience:

In Ardler Nursery, all children sit with their key worker and the other children from their group. Children may receive small tasters of the other meal on offer if they do not like their chosen meal, promoting knowledge of likes and dislikes. This has been a successful way of encouraging children to try new foods and particularly helpful for fussy eaters!

Packed Lunch Option - Children are encouraged to try nursery meals. However, if you wish to provide a packed lunch for your child, this is also welcomed. If you are providing a packed lunch, please include an ice pack as we are unable to store these in the fridge. They should also follow our healthy eating guidance and not contain any of the following:

- Food items that contain nuts (this includes chocolate spread)
- A large amount of unhealthy snacks (crisps, chocolate, sweets etc) - fruit and vegetable option should be considered.
- Fizzy or sugary drinks
- Food that is required to be reheated

It is important that you let a member of staff know about any allergy's or dietary requirements at induction.