



# Rosemount Lifelong Learning Nursery



## Guide for new parents

# Welcome to Rosemount Lifelong Learning Nursery and thank you for choosing our nursery for your childcare needs.

Rosemount Lifelong Learning Nursery is a childcare & early years provision set in the Royston area. Our nursery is registered with the Care Inspectorate for the provision of the following capacity:

Buttercups - Age 2-3 years - 15 Children

The Cove - Age 3-5 years - 30 Children

As a charitable nursery we work in partnership with GCC for many years within the community. We have cared for numerous amounts of children in a happy, safe and stimulating environment. We have developed this pack to give you an overview of our setting and answer any immediate questions you may have as you and your child begin your journey at Rosemount.

LORNA CARLYLE  
Childcare Manager



# Our Childcare Team...

...is led by our childcare manager Lorna Carlyle, who has 28 years nursery experience. Lorna is supported in her role by Sandra McEleney, Early Years and Childcare Worker (Depute Childcare Manager), and Maryanne Bannon (Lead Practitioner for Attainment).



## Our Childcare teams are:

### Buttercups (2-3 years)

Early Years and Childcare Worker

Early Years and Childcare Worker

Early Years and Childcare Worker

Karen Deakin

Demi Taylor

Gemma Whelan

### The Cove (3-5 years)

Early Years and Childcare Worker

Early Years and Childcare Worker

Early Years and Childcare Worker

Early Years and Childcare Worker

Early Years and Childcare Worker (Trainee)

Cheryl Harland

Chloe Reid

Zara McNouger

Kaitlin McTaggart

Jennifer Bannon

### Cook

Margaret Gibson

### Childcare Modern Apprentice

Megan Robertson

Sinead McTaggart

## Staff Qualifications

All staff are registered with Scottish Social Services Council (SSSC) and follow the codes of conduct which includes staff qualifications and continued training and development.

The manager of Rosemount Lifelong Nursery holds a BA in Childhood Practice, and a PDA in Education & Childcare. Our Childcare & Early Years workers all hold a variety of qualifications including SVQ 2/3 HNC and NNEB.



# Operating Times

At Rosemount Lifelong Learning we currently operate 50 weeks of the year to deliver high quality affordable childcare & EY to the community and surrounding areas.

## We are open:

Monday	8 am till 5.30 pm
Tuesday	8 am till 5.30 pm
Wednesday	8 am till 5.30 pm
Thursday	8 am till 5.30 pm
Friday	8 am till 5.30 pm

We close for two weeks over the Christmas holiday period and also on bank holidays. We also have a minimum of two in service days per year. All holidays are advised through newsletters and learning journals to allow adequate planning for alternative arrangement.

# Fees/Funding

We are proud to be working in partnership with Glasgow City Council Early Years to deliver 1140 hours of funded childcare for all 3-5 year olds and eligible 2s\*\*.

Rosemount Lifelong Learning Nursery understands the cost of childcare may seem expensive to parents/carers, but we believe that we are able to provide a high quality, safe and stimulating service for children at a competitive cost to you.

\*\* For information on Eligible 2s and how to apply please contact Nursery to discuss. This funding is provided through our partnership with Glasgow City Council and within a set criteria.

## Under 3s (Buttercups)

For our Under 3s we offer a competitive rate based on:

Weekly Fee - £185

Full Day Fee - £60

Half-day Fee - £35

To make the payment process easier we now calculate your fees over a 50-week period. This essentially means that each month your fee payment will be the same. (Please note that adjustments will be made for in service days etc. during the month the event occurs). Each month will therefore have the same payment amount.

## Over 3s (The Cove)

As we operate over 50 weeks of the year this enables access to 23 hours of childcare delivered over the following patterns.

2 full days (8 am till 5:30 pm) plus and additional half day of four hours (8-12 pm or 1 pm till 5 pm).

Additional full and half-day sessions can also be purchased at a cost of:

**Full Day Fee - £40**

**Half-day Fee - £25**

\*\*\*\*The above rates are for those in receipt of funding from the local council.

We will also if possible be able to offer additional one-off hours charged at £6 per hour (minimum 2 hours purchase).

## Other Payment Sources

We also offer childcare places for parents who are returning to further education. You may be eligible via the college or university for childcare costs. Please note funding must be in place prior to your child joining us. Please note however that you are liable for all fee payments.

## Childcare Vouchers

At Rosemount we are also able to accept childcare vouchers as payment for fees.

More Information and details of payment method in Appendix 1.

## Payments whilst not using the service

If your child is on holiday, unwell and unable to attend or you are self-isolating we still require payment to be made to cover these times. (This includes self-isolation resulting from holidays abroad.)

## Payments when Nursery is closed

If the nursery is closed due to staff in service days or COVID related closures, then there will be no charge to parents.

## Late pick-up charge

Late pick up charges are charged at £6 for every 15 mins late collection.



## Late payment

As of 1st August we will now be adding a charge of 10% or minimum of £25 to any late fee payments. If your account remains in arrears then this may affect your access to additional hours.

## Non-Payment of fees

All Childcare payments should be made by Standing order. Invoices are emailed directly on the 1st of each month. Payment is expected to be cleared by 28th of each month. This ensures that prior to your next statement your account has a ZERO balance. If we have not received payment by this date, then your childcare place will be withdrawn immediately. Once payment settlement has been made your childcare place can recommence.

# Policies

To ensure the health, safety and wellbeing of all of our children, families and staff at Rosemount we have various policies in place. A selection of our policies include:

- Admissions Policy
- Data Protection Policy
- Settling Children into Nursery Policy
- Child Absence from Nursery Policy and Procedures
- Medical Consent
- Safeguarding Policy
- Complaints
- Fees Policy

A full range of our policies are available to parents and can be sent via email and a copy is situated in the nursery reception area for you to browse. Policies are reviewed periodically and are subject to change.



# Meals

We are fortunate to have an onsite cook who prepares healthy home cooked meals for our children. We also offer healthy breakfast and afternoons snacks. We cater for allergies and special religious and dietary requirements.

Our children have their own nursery cafe situated in our large open plan Flexible space where they enjoy Breakfast, Lunch and Snack times.

## Sample Lunch Menu

### Monday

**Main Course:** Tomato Soup/Garlic Bread

**Dessert:** Natural yogurt/pineapple in natural juice **Drink:** Glass of milk or water

Tinned chopped tomatoes, carrots, onion, celery, dries garlic, thyme, low salt vegetable stock cubes. **Allergens:** Celery, Cereals, Soya, Milk

### Tuesday

**Main Course:** 3 Bean Chilli con Carne/Basmati Rice

**Dessert:** Custard/peaches in natural juice **Drink:** Glass of milk or water

Lean minced beef, mixed beans, chopped tomatoes, dried herbs, low salt stock cubes. **Allergens:** Celery, Soya, Milk

### Wednesday

**Main Course:** Egg Biryani with Lentils and home made Poppadoms

**Dessert:** Natural yogurt/pears in natural juice **Drink:** Glass of milk or water

Basmati Rice, chopped tomatoes, eggs, lentils, onion.

**Allergens:** Cereals, Crustaceans, Eggs, Milk

### Thursday

**Main Course:** Sausage Casserole with Roast Potatoes & Vegetables

**Dessert:** Rice/peaches in natural juice **Drink:** Glass of milk or water

Skinless sausages, diced potatoes, carrots, onion, mushrooms, low salt beef stock cube.

**Allergens:** Cereals, Milk

### Friday

**Main Course:** Fish Cakes, Waffles & Beans

**Dessert:** Jelly/Mandarins **Drink:** Glass of milk or water

Breaded white fish, tinned beans in tomato sauce.

**Allergens:** Crustaceans, Eggs, Sulphur Dioxide

### Allergens:



CELERY



CEREALS  
CONTAINING  
GLUTEN



EGG



CRUSTACEANS



FISH



LUPINS



MILK



MOLLUSCS



MUSTARD



NUTS



PEANUTS



SESAME  
SEEDS



SOYA



SULPHUR  
DIOXIDE

# Pre-Birth to Three Curriculum and Realising The Ambition

## (Buttercups)

The staff working in our Buttercup room work under these 4 Key Principles: Rights of the child, Relationships, Responsive Care & Respect.

The childcare staff in our Buttercups room now use **In the Moment Planning** involving children in the planning process. The staff carry out regular observations of children's individual interests and develop their knowledge further by providing new and challenging opportunities.

Children's individual key workers complete online learning journals on a rolling programme where they record target observations on development and ongoing stories of children's development.

Parents have access to the learning journals through the parents APP and are encouraged to share events from home. This enables parents and staff to work together to achieve children's individual goals, at the same time continuing to enhance the child's development through a sense of belonging and trust with caring committed staff.

## Curriculum for Excellence

### (The Cove)

The purpose of Curriculum for Excellence is to ensure that all the children and young people of Scotland develop attributes, knowledge and skills they will need if they are to flourish in life, learning and work, now and in the future. These are summed up in the detailed wording of the four capacities.

The aims of Curriculum for Excellence are that every child and young person should know they are valued and will be supported to become a **successful learner, an effective contributor, a confident individual and a responsible citizen**. These are the four capacities embedded within Curriculum for Excellence.





The Childcare Staff in The Cove use In the Moment Planning involving children in the planning process. The staff carry out regular observations of children's individual interests and develop their knowledge further by providing new and challenging opportunities. Children's individual key workers complete online learning journals on a rolling programme where they record target observations and ongoing stories of children's development.

Parents have access to the learning journals through the parents APP and are encouraged to share events from home. This enables parents and staff to work together to achieve children's individual goals, at the same time continuing to enhance the child's development through a sense of belonging and trust with caring committed staff.

Staff also follow the principles of GIRFEC (Getting It Right for Every Child) in relation to SHANARRI WELL BEING INDICATORS – we want our nursery to be a happy nurturing place for your child to grow and develop. We continuously work to support our children in all areas of the curriculum whilst taking into consideration their wellbeing.

The wellbeing indicators are:

**Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected, Included**

We work hard to ensure that our daily work meets these needs through activities, games, outings, outdoor play, caring and responsive staff who actively listen and respond to children's needs.



# Frequently asked questions

## What will my child need to bring to nursery?

This is really dependent on the age of your child. All children should come suitably dressed for the weather. If your child is still in nappies, please provide plenty to be kept in nursery along with wipes and cream if needed. We also ask for at least 2 changes of clothes and slippers or a change of shoes for indoors. We do expect that your child may get dirty or have a wee accident whilst with us. (A list of additional items can be found in Appendix 2).

## My child uses a dummy and a comforter for sleep, can they bring this with them?

Absolutely we will store your child's dummy and comforter in their own box, and they will be given this at sleep/rest time. We do ask that children do not bring other toys with them to nursery as we cannot be responsible for them. Items will be handed back to parent or stored in the child's bag.

## What if my child is unwell or becomes unwell?

If your child becomes unwell at home and won't be attending nursery, please advise staff at least 30mins before your child is due to normally arrive. If your child becomes unwell at nursery, we will contact you to collect them. We will keep them reassured and comfortable until you or an emergency contact arrives.

## Can my child still attend even if they are taking medication?

As long as your child seems well enough to attend and is not infectious to others, your child may attend nursery. We are able to administer prescribed medications only and would advise you to speak to the nursery if in any doubt.

## Will my child have access to outdoor play?

We access outdoor play regularly within the setting using our own yard space, the local community and playparks.

## Appendix 1

### Rosemount Lifelong Learning Standing Order Details

Name of Payee: Rosemount Lifelong Learning

Bank & Branch to which payment is to be made:

Royal Bank of Scotland • 1304 Duke Street • Parkhead •  
Glasgow G31 5PZ

Sort Code: 83-21-27

Account Number: 00689566

If you are concerned that you will be unable to make the full payment prior to the month end, then you must speak to the Childcare Manager as soon as possible to avoid your child's place being withdrawn.



## Appendix 2

### What items to bring for your child

Nappies, wipes and cream, dummy, comforter (if required)

At least 2 changes of clothing (t-shirt, joggies, leggings, pants, socks to be left in nursery, staff will send home soiled items). If your child is toilet training, please send in additional changes of clothing

Wellingtons (to be left in nursery)

If cold weather a warm coat, hat, gloves and scarf

If sunny weather please supply suncream, sun hat and sunglasses

Waterproof jacket or all in one puddle suit (to be left in nursery)

A pair of indoor shoes or slippers (to be left in nursery)





Rosemount Lifelong Learning Nursery  
15 Forrestfield Street  
Glasgow G21 2HG

[nursery@rosemount.ac.uk](mailto:nursery@rosemount.ac.uk)  
[www.rosemount.ac.uk](http://www.rosemount.ac.uk)

