



## Cedar Nursery – Standards & Quality Report

2009/2010

**Purpose :** This is a report to our parents and customers containing the results of our regular self-appraisal process, a synopsis of our development plan and a summary of our key successes and achievements for the 2009/2010 period.

It is a statutory requirement of our license to operate to provide this information and we would encourage all parents and customers to spend some time reading and digesting its contents.

## ***1 Cedar Nursery: Background***

Cedar Nursery has been operating in the Lenzie area since January 1997 and we are in partnership with East Dunbartonshire Council as a private provider. From the beginning we believed that the success of the nursery was dependent upon a very simple philosophy – the provision of high quality nursery care, locally with committed staff, at an affordable price. We have established an extremely popular nursery with an excellent reputation as a provider in the Lenzie area and are proud to have provided more than a decade of quality childcare and education.

The Cedar team consists of a Manager, a team of Senior Childcare practitioners, Childcare practitioners and Childcare Support Workers. Staff are thoroughly vetted and a disclosure procedure is processed before a staff member is offered a position within Cedar Nursery. We also check whether potential staff members are registered with the ***Scottish Social Services Council***, if staff join us and are not registered then they are encouraged to do so as soon as possible. Our staff team have qualifications which cover NNEB, HNC, HND levels in Childcare and Education. We also have staff with SVQ Levels 2 and 3 in Playwork and Early Years & Education. Finally qualifications at Diploma and Degree Level in Youth and Community Education, Primary Education and Secondary Education. We also have a fully qualified, GTC registered Secondary and Primary Teacher on our team and have had access to a peripatetic qualified Primary Teacher through the Quality Development team of East Dunbartonshire Council. All team members are carefully selected for their skills/experience and what they can offer to the dynamic of the Cedar team. The average age of the Cedar team is 39 which is in contrast to many other establishments which are staffed by predominantly younger staff.

We provide both full and part time places for children. These extended hours provide a wraparound service for parents/carers. The government subsidy – academic year 09/10 - for children between the ages of 3-5yrs will be £1463.00 (this is for 5 sessions per week, over a 38 week period, and reduces in amount on a pro rata basis). We operate 51 weeks of the year (we close between Christmas and New Year and take local public holidays)

- To provide a caring atmosphere where each child will feel happy, safe and secure.
- To provide education through play and a broad and balanced curriculum, working in partnership with the local authority to deliver A Curriculum For Excellence as it evolves. In particular:
  - Through constant review and evolution of our curriculum – using both a child focussed and child-driven approach - to develop and stimulate each child to become successful learners.
  - To assist each child achieve their dreams and desires, and be responsible citizens.

- Through an active programme of child consultation (focussing on curriculum and activities) encourage each child to become an effective contributor
- To understand each child as an individual and employ a variety of approaches to allow each child to develop as a confident individual;
- Where appropriate to employ a multi-agency approach in ensuring that any child who experiences individual barriers to learning is supported by the appropriate professional agency within the nursery environment, ensuring parents are fully involved;
- To support and encourage staff to develop their skills through continuous professional development opportunities.
- To have our children feel a sense of community within our nursery, and encourage all staff to know each child as an individual across the nursery.

We believe that to provide the best experience for the child all relevant people with an input to the child should work in partnership. Therefore we strive to provide partnership with parents/carers staff from other agencies and the community at large, through this holistic approach we aim to provide a service which takes account of each child's individual needs

Cedar Nursery takes very seriously the responsibility to provide each child with a safe environment and believe that the care and welfare of all our children is part of our Duty of Care. For child protection purposes we have three staff members with this responsibility. Yvonne Gordon, Laura Taylor and Nicola Nisbet are the Child Protection Liaison Officers for all children aged 2yrs – 12 yrs. We work in partnership with East Dunbartonshire council and follow the Child Protection guidelines contained within the Council's protection documentation. Information on our child protection policy is also contained within our Centre's Policy documents and in the Parent/Carer's handbook which is available to all to view either from the Parent Notice Boards or online at our website.

To ensure that all children are provided with appropriate early intervention strategies, which takes account of the child's needs, we have in this past year worked together with **parents, health visitors, speech and language therapists, ophthalmologists and oral health specialists educational psychologists and behavioural therapists,** to progress Individual Educational Plans for particular children.

*“Observations carried out during the inspection confirmed that the provider and staff were very responsive to the children in their care. They took account of the parents' wishes regarding the children's individual needs and preferences; which in turn helped shape the children's daily experience”* Care Commission Report 08.

## 2 *Achievements and Successes*

### **National Events:**

***Young Writers First Poem Competition.*** Our pre-school children took part in this competition. Six of our children have had their poems published in the book called ***My First Poem***, by Young Writers, Remus House, Coltsfoot Drive, Petersborough, PE2 9JX. Well done to ***Daniel, Emilie, Erin, Jacob, Ross and Sonam.***

***National Galleries of Scotland Schools Competition.*** All our age groups within the nursery took part in this competition run by the National Gallery. The topic for the pieces of artwork had to represent food and healthy eating. Although we were not the overall winners in the nursery section of the competition, we thoroughly enjoyed looking up the website to gain the information, having the children decide what they wanted their artwork to depict and then posting everything off in order for it to be judged. You can see the artwork displayed in the main hallway.

***“The various activities have stimulated interest outwith the nursery. I would happily recommend this establishment to friends and family”.***

**Care Commission Report 08.**

### **Special events:**

Pre-School Profile Evening	
Halloween Party	Christmas Concert and Party
Summer Party	Firefighters visit nursery
Easter Egg Hunt	Ophthalmologist visits pre-school room
Red Events for Red Nose Day	Oral Health Team visit nursery
Summer Garden Party (with parents)	Oral Health (Gladigator) visits nursery
Strawberry Fayre (with parents)	Pyjama day for Children in Need
Grandparents Day (parent involvement)	Pre-school visits to schools (group)
Graduation ceremony	Visits from P6 schoolchildren
Children and Family Photo sessions	Pre-school visits to schools (individual)

### **Charities which children raised funds for:**

Children in Need	Yorkhill Hospital
Comic Relief	

### **Child Involvement**

Children and parents raised funds for the nursery by using the Photo sessions and by collecting Sainsburys Active Kids Vouchers. We used suggestions from the children to obtain new resources using these funds in the areas of:

Outdoor play equipment	Digital cameras
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### **3 Previous Priorities Developed In The Nursery**

#### **3.1 Quality of Planning**

*Staff in the pre-school room had been involved in in-service training (provided by East Dunbartonshire Council Early Years Dept) which related to Observation and Planning. New techniques and systems of recording observations made about individual children were put into place to help complete the new council wide pre-school profile (which have now been in place since April 07). All staff were made aware of and had in-service training in this system of observing, recording and monitoring children's progress between the end of the academic year 06/07 and the beginning of the academic year 07/08. Continued in-service courses provided by the council has allowed further staff members to attend Observation and Planning in the Early Years courses between August 07 and April 09, with staff members from the ante pre-school class due to attend a two day course in March 09.*

*This ongoing commitment by the Early Years dept to providing revised and updated courses, and our commitment to allowing and encouraging staff to attend these courses has provided opportunities for the dissemination of information and the ongoing development of the strategies and systems we have in place to plan more effectively for each individual child. Significant effort has been expended on reviewing and completing the Pre-School profile. Input from the peripatetic teacher (provided by EDC Early Years Dept) solicited and included in the final completed profiles for last year, and this years pre-school class, has helped to ensure relevance of information required for the Primary 1 teacher and has further enhanced the transition to primary school.*

*We have increased the time set aside for room meetings in order to monitor, record and progress assessment information to improve the development and learning opportunities for each child. This has allowed staff to make use of assessment information to identify where targeted support for a particular child is necessary and where early intervention would be valuable. Through our partnership status with East Dunbartonshire Council we have been able to access various professionals to progress Individual Educational Plans for particular children. These have included Educational Psychologists, Behavioural Therapists and Social Workers. From the NHS we have worked in partnership with Health Visitors, Speech and Language Therapists and Occupational Therapists.*

***“The staff have been excellent. My child's confidence has grown and she is very settled at nursery. I am able to leave her, safe in the knowledge that she will be looked after, her needs identified and she will be comforted when needed”.***

#### **Care Commission Report 08**

#### **3.2 Pre- School Profiles**

*In order to provide further opportunities to support and develop our Partnership with parents (National Care Standard 6 and Child at the Centre Quality Indicator Partnership with parents) a Parents Evening was held in September 07 and September 08 to give parents of pre-school and ante pre-school children the opportunity to see the new Profile and understand its role in their child's development and progression (through into the early years of Primary school). These evenings have been extremely well-attended and parents informed us of their positive impressions of being included and informed. Because of the success of this we will include this information evening as part of our annual plan for ongoing partnership with parents in the development and progress of their child's education.*

***“The nursery had very good methods in place to ensure that children and parents views influenced the provision and development of the care and support provided These included:***

- Discussions with children and parents regarding service provision***
- Talking and thinking books that enabled childrens preferences, ideas and suggestions shape activity plans***
- Service evaluation questionnaires***
- Childrens individual folders***
- Planning sheets***
- Parents evenings”***

#### **Care Commission Report 08**

### **3.3 Outside Play Area –**

*Developed in line with national / curricular guidelines on Active Play. The children had input into how the area should be developed and we have a mini talking and thinking book which records this. We have continued to make valuable use of this outside area to extend the learning environment outside and will continue to do so with new resources – which the children have helped to choose using funds raised by parent support of the Children and Family photo session.*

*“Observation of practice and examination of the programme confirmed that children had access to fresh air and physical play. During the inspection children had the opportunity to play in the enclosed outdoor area. The care standard questionnaires indicated that parents felt that their child, “always or usually”, had regular access to fresh air and energetic physical play. Parents comments: “Weather allowing, the children play outside morning and afternoon”. “The outdoor play area has been a big hit. I have been impressed by the amount of time spent outside – even in winter. The staff go to great efforts to encourage outdoor play”. “The use of the gym and outdoor area is excellent”.*

*Care Commission Report 08.*

#### **4 Reference Sources**

The following sources of evidence were used to compile the content of this report.

- **Staff Audit**  
Staff have been involved with the self evaluation process through an audit of key areas using the Child at the Centre (2) documents.
- **Care Commission Report June 08**  
Quotes from the report have been included, where applicable, in the report.
- **Staff Meetings**  
Staff meetings are held regularly to ensure appropriate consultation and communication takes place.
- **Parent Questionnaires and Comment Sheets**  
These have been distributed and collated throughout the academic year.
- **Children's Questionnaires**  
These have been discussed, collated and used as valuable reference points during the self evaluation process.

#### **5 Performance Review and Development**

Staff meet with the Manager to review their performance and to set targets for their own personal development regularly. This then allows further training and opportunities for Continuous Professional Development to be explored and accessed.

#### **6 Care Commission Inspection**

This took place in June 08. This inspection report is available to view on our parent notice board, on our website [www.cedarnursery.net](http://www.cedarnursery.net) and from the Care Commission website. The new grading system (which was introduced in April 08) was very positive and we gained, 3 Good and 1 Adequate Grades overall.

#### **7 Nursery Development Plan**

Planning and programming for the forthcoming academic year takes place over the summer period. Thereafter monitoring and observation takes place continuously throughout the year. Each child has their own folder in which is placed examples of their work and how it progresses throughout the year. This is divided into the four Curriculum for Excellence areas and will allow parents to see how information gathered is then processed and recorded within their child's Profile which carries through from the ante pre-school year, pre-school and finally into Primary 1.

*“Children's records and service planning demonstrated that long and short term plans covered the emotional, social and physical needs of children. Progress in children's development was regularly monitored by staff who used this information to improve the programme”.* Care Commission Report 08.

#### **8 Views of Carers**

Service user questionnaires are used throughout the year to allow us to gauge how service users view our service. All stated that, “they were happy/very happy with the

service overall. Comments included: “The staff are so friendly and helpful and always work so hard at making our child feel special”. “My child is very happy at Cedar nursery. He runs in on a morning and is always met with a happy smile and a hello. He is cared for well and is always busy”. “Our child really enjoys nursery.” “Cedar staff are friendly and easy to approach if you have any questions/worries. Overall, I am very happy with the service that they provide”.

Further customer testimonies are available on the Cedar Nursery website at :

<http://www.cedarnursery.net/testimonial.html>

## **9 Priorities/Targets from Last Year’s Development Plan**

### **9.1 Quality of Planning (Progress).**

*After our review was undertaken, the Process in place has been designed and implemented to monitor, evaluate and improve learning experiences. Recording form designed, reviewed with staff and implemented. Representative sample of retrospective improvement actions recorded in order to trial effectiveness of recording process. The recording form captures good practice, areas for improvement and agreed actions together with the method of measuring impact. Discussion of improvement records will take place at regular staff meeting.*

Further action.

*Just prior to the inspection the staff in the pre-school room had been involved in in-service training (provided by East Dunbartonshire Council Early Years Dept) which related to Observation and Planning. New techniques and systems of recording observations made about individual children were put into place to help complete the new council wide pre-school profile (which have now been in place since April 07). All staff were made aware of and had in-service training in this system of observing, recording and monitoring children’s progress between the end of the academic year 06/07 and the beginning of the academic year 07/08. Continued in-service courses provided by the council has allowed further staff members to attend Observation and Planning in the Early Years courses between August 07 and April 09, with staff members from the ante pre-school class due to attend a two day course in March 09.*

*This ongoing commitment by the Early Years dept to providing revised and updated courses, and our commitment to allowing and encouraging staff to attend these courses has provided opportunities for the dissemination of information and the ongoing development of the strategies and systems we have in place to plan more effectively for each individual child. Significant effort has been expended on reviewing and completing the Pre-School profile. Input from the peripatetic teacher (provided by EDC Early Years Dept) solicited and included in the final completed profiles for last year, and this years pre-school class, has helped to ensure relevance of information required for the Primary 1 teacher and has further enhanced the transition to primary school.*

***“Staff used continuous assessment practise to monitor children’s development and the programme of activities available to them. Transition records were shared between home, nursery and school”.*** Care Commission Report 08

*We would judge our performance in this area to be good*

### **9.2 Support for Children and Families (Progress).**

*We have increased the time set aside for room meetings in order to monitor, record and progress assessment information to improve the development and learning opportunities for each child. This has allowed staff to make use of assessment information to identify where targeted support for a particular*

*child is necessary and where early intervention would be valuable. Through our partnership status with East Dunbartonshire Council we have been able to access various professionals to progress Individual Educational Plans for particular children. These have included Educational Psychologists, Behavioural Therapists and Social Workers. From the NHS we have worked in partnership with Health Visitors, Speech and Language Therapists and Occupational Therapists*

Further action. Throughout the coming academic year staff will continue to have supernumerary time set aside to work with children, parent/carers and staff from outside agencies to continue to assess and progress development plans for particular children.

*We would judge our performance in this area to be very good*

### **9.3 Quality of Staffing**

Staff have continued to be made aware of their responsibility – as childcare professionals, with regard to child protection. Staff are aware of the child protection liaison officers – Yvonne Gordon, Nicola Nisbet and Laura Taylor are the named officers highlighted on each Parent Notice board in order that anyone in the building has this information and will be able to approach the Child Protection Liaison officers if they feel they have an issue which needs to be addressed. This will continue to be a standing item on the agenda for staff meetings throughout the coming academic year.

Further action. All members of the management team have attended the Child Protection Course provided by East Dunbartonshire Council. The majority of the other staff members have attended this course also. Only staff who have joined the team in the last six months have to be given the opportunity to attend between now and 2011.

We will continue to encourage and work with the remaining staff members to gain registration throughout the coming year. Staff will continue to have opportunities to attend courses/training which will continue their professional development.

*“Through discussion, staff demonstrated a good understanding of their role and responsibility in protecting children from harm. Staff and service records confirmed that child protection was included in the annual training programme. Staff were given copies of the national care standards early education and childcare up to the age of 16 and Scottish Social Services Council Codes of Practice. The provider and staff had registered with the Scottish Social Services council”. Care Commission Report 08.*

*We would judge our performance in this area to be very good*

### **9.4 Staff Development and Review (Progress).**

All staff are aware of the Scottish Social Services Council and the implications that registration has on the childcare sector as a whole, and more importantly, the responsibilities the registration process has on them as childcare professionals. They are aware of the need for continuous professional development and the requirement on them to take up opportunities to extend their skills. Through the staff review system the training needs of the Cedar team are identified. From this, two staff members are undertaking their SVQ Level 3 in Early Years and Childcare. Three members of staff had the opportunity to gain their Elementary Food Hygiene certificates, three staff attended Child Protection courses and various other in-service courses were attended by staff members throughout the academic year 2008/09. In

total staff attended 22 courses which have allowed them to upgrade their skills in various areas of childcare and education.

Further action. Continue to support staff who are currently undertaking qualifications. 95% of the current staff team are now registered with the SSSC and we will continue to encourage newer staff members to gain registration throughout the coming year. Staff will continue to have opportunities to attend courses/training which will continue their professional development.

*We would judge our performance in this area to be very good*

***“Through discussion the provider demonstrated an understanding of her responsibilities to make relevant notifications to the Care Commission and Scottish Social Services Council”. Care Commission Report 08***

### ***10 Former Pupil News:***

At the start of academic year 2005/06 Cedar had the first former nursery pupils begin their secondary school education. At the Lenzie Academy prizegiving day in June 09, it was wonderful to see twelve former pupils from S1 to S4 receive prizes relating to their continued educational success. Two former nursery children, who have just completed fourth year, received prizes in Art and Design Technology and Modern Studies by gaining 100% in their grades continuously throughout the year. Well done and continued success to all involved.

### ***11 Development Plan Priorities For The Coming Session and onto 2012***

Since the inspection Cedar Nursery has focussed on the following Quality Improvement areas:

- Development of our observation/assessment processes using East Dunbartonshire in –service training courses. Using this as a basis we have further extended this and have overhauled our process. Use of dynamic Post Its; Significant investment in extended periods of supernumerary contact time; Fortnightly out of hours meetings for AIFL purposes (planning and programming) and individualised files with Curriculum for Excellence focussed evidence, anecdotal evidence suggests that we are very much at the forefront of this approach,
- We have further developed our recognised key strengths in Primary School link and transition process, “well planned transition programme for children moving from nursery to Primary 1” (HMI inspection report 2007) by reviewing and completing the Pre-School profile to ensure relevance for the Primary 1 teacher using well supported input from our Nursery Teacher.
- We have progressed and extended our focus on Literacy for pre-school children e.g. our pilot project for Home Link Literacy project.

While we take pride in the above improvement initiatives, we recognise that the journey to excellence is an ongoing one. Over the coming three to four years our focus will begin to include the following areas:

- Further embedding of all aspects of Curriculum for Excellence

- Extending the Home Link Literacy project
- Aiming to increase parental involvement by piloting a PPP course for parents to reinforce practices used within the nursery

We believe that – in working in partnership with East Dunbartonshire Council and the Care Commission/HMI we have built strongly on pre existing solid fundamentals. Our already strong warm and caring ethos, effective teamwork and strong primary school links have been supplemented by the development of highly effective observation and assessment practices. We view ourselves strongly placed to continue working in partnership with both local and national government to fully implement Curriculum for Excellence.

***12 Documents used to support the Standards and Quality Report:***

1. The Child at the Centre 2 (Scottish Government)
2. Self Evaluation/Standards and Quality Report In Service (East Dun Council)
3. Framework for Standards -The Charter Protecting Children and Young People (Scottish Government)
4. A Curriculum for Excellence Learning Outcomes Documentation (Scottish Government).
5. HMI and Care Commission Inspection Report 2007 and 2008 respectively
6. Birth to Three – National Guidelines (Scottish Government)
7. HMI/Care Commission Inspection Report 2007

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