

Cassiltoun Stables Nursery



HANDBOOK 2025

59 Machrie Road

Glasgow

G45 OAZ

Telephone: 0141 631 5235

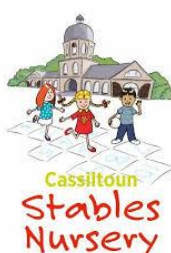
Email: nursery@cassiltoun.org.uk

Working in Partnership with Glasgow City Council

Care Inspectorate registration: CS2012308178

Companies Reg No: SC423689

Charity No: SCO43312



Welcome

“Our Promise to You”

We promise you every day your child will learn something.

Some days they will bring it home in their hands.

Some days they will bring it home in their heads,

Some days they will bring it home in their hearts.

(Valerie Welk)

Thank you for choosing [Cassiltoun Stables Nursery](#), we aim to provide an environment of respect, comfort, stimulation and consultation where your child can be happy, grow and flourish.

We would like to welcome you and your family to Nursery and look forward to building a strong, respectful working relationship with you.

Through our personalised settling in period, you will become confident that your child is happy, safe, well cared for and stimulated while in our care.

I hope this handbook will provide you with all the information you require to confidently leave your child to enjoy their nursery experience, but should you require any further information please do not hesitate to contact me.

Hazel Kelly
Nursery Manager

Aims and Objectives

- It is our vision to enrich our nursery community through high quality childcare, enabling the children to all reach their full potential.
- Our mission is to create a stimulating environment offering the children space to grow as individuals through learning and play.
- We aim to accomplish open ended learning opportunities and help our community thrive.
- To ensure confidentiality is kept at all times with parents, carers and guardians.
- To provide a good working relationship with parents, carers and guardians.
- To make every child feel happy, secure, independent and motivated.
- To promote and challenge each child's abilities using a broad, coherent and relevant curriculum which is enjoyable and allows for progression, depth, personalisation and choice.
- To treat every child as an individual and meet additional needs regardless of gender, race, nationality and culture without discrimination.
- To enrich our nursery community through high quality childcare enabling them all to reach their potential.
- To promote children's health and wellbeing; through healthy lifestyle choices.
- We will support each child to develop their sense of well-being and emotional literacy.
- To enable all children to develop their skills to the best of their ability.
- Delivering a service of the highest standards that will develop and improve each child's quality of life.
- To support staff by providing comprehensive training to develop their knowledge, skills and confidence.
- To value all staff highly and ensure that every opportunity is given to develop their personal skills and to broaden their knowledge and skills in caring for and educating your children.

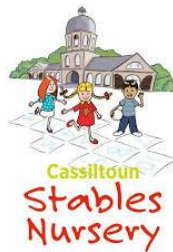
Contact Us

Cassiltoun Stables Nursery

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Castlemilk
Glasgow
G45 0AZ

Telephone: 0141 631 5235

Email: nursery@cassiltoun.org.uk



Useful Numbers

Cassiltoun stables Nursery:	0141 631 5235
Cassiltoun Housing Association:	0141 634 267
Social Work Services:	0141 287 0555
Community Police:	0141 532 3000
Childline:	0800 1111

Enrolment

When enrolling your child, you will be asked to complete an enrolment form, the information will be treated as confidential, Staff are available to help if needed. If a childcare place is not available at the time of your contact, you will be asked if you would like to join the Waiting list.

Settling in Procedure

We understand that the process of settling your child into nursery for the first time can be stressful for both of you. That's why we strive to make this transition as smooth as possible by working closely together.

We offer settling in sessions to help your child get to know all the staff and children before they start nursery, each child is a unique individual and will require different ways of settling, but an example of how it might work is:

1. We would ask you to attend with your child at an arranged time and to stay and play together, interacting with staff and other children for an hour on the first day.
2. The following day we would discuss how comfortable you and your child are and decide if you could leave the room for a short period of time, remaining in the building and returning to collect your child and take them home.
3. The length of time you leave your child will be extended until we are confident that we will be able to comfort and support your child and you can leave them in confidence.

We will communicate clearly with you throughout this period and look forward to a rewarding relationship for all parties.

What You Need to Provide for Your Child

Children should wear weather-appropriate outdoor clothing, including waterproof suits, warm jackets, hats, scarves, and gloves. In summer, provide sun cream and hats, with a new unopened bottle each spring due to the 12-month usage limit. Soft shoes are preferred for nursery. For toilet-trained children, a change of clothes should be included in their personal bags for messy activities. Toilet training children should have at least three changes of clothes due to potential accidents. Washable plastic shoes are ideal for children toilet training. For those not yet toilet trained, please provide:

- Nappies
- Wet wipes
- Barrier Cream (if needed)
- At least two changes of clothes

* If your child requires daily medication, please speak to the room senior who will assist you to fill out a consent form.

Dropping off and picking up Your Child

We are open **Monday to Friday: 7.30am – 5.45pm**. We close for 2 days at Christmas and 2 days at New Year with a 4pm collection time on the 24th December and on the 31st December.

We are unable to accept your children before 7.30am in the morning. Please do not bring your child any earlier than this as it will mean you will have to wait outside. **Children are required to be picked up by 5.45pm.**

In all circumstances, please contact us on **0141 631 5235** to let us know of any delay in picking up your child. After 5.45pm, if we have not heard from a child's parent/carer, staff will try to contact them by phone to find out the expected delay. If we are unable to contact the primary contact number, we will then attempt to contact the other emergency contact numbers for the child.

If we are unable to make contact with any known person by 7.00pm, we will be required to follow our Child Protection Policy and contact Social Services to arrange care for the child.

Fees and Payment

We are closed two days at Christmas and two days at New Year and open all other public holidays, you will not be charged for any of these days in which the service is closed. The nursery will close at 4pm on Christmas Eve and on 31st December.

Under 3's			Over 3's		
Full time weekly rate	Daily rate	AM or PM Session	Daily rate	AM or PM Session	Extended Hours
£235	£52	£30	£51	£30	£7.50

* AM – 7.30am–1pm

* PM – 1pm–5.45pm

- Fees are payable in advance by standing order, direct payment through the bank or in cash. We also accept childcare vouchers. Fees are due 1 week in advance.
- Four weeks' notice in writing or 4 week's payment in lieu of notice is required when your child will be leaving or changing their days.
- **Fees cannot be refunded for absence whatever the circumstances.**
- We have a responsibility to ensure all fees are collected by the last day of every month, if you fail to pay you will lose your childcare place.

Quoting the reference number shown in full, please pay to The Bank of Scotland, 82 Main St, Rutherglen, G73 2HZ	
Account Name:	Cassiltoun Stables Nursery Current Account
Sort Code:	80-22-60
Account Number:	10519667
Reference:	Child's Name

Working In Partnership with Glasgow City Council

We work in partnership with Glasgow City Council. Children can attend Cassiltoun and receive their 1140 funded hours.

Children are entitled to their free nursery place from the first Monday after their third birthday.

Meaning your child can attend nursery for 23 hours free per week. If you require any further information, please contact us.

Cross Boundary Funding

If you currently live outside Glasgow and you would like your child to attend our nursery for their free funded hours, we will need to apply to your current council for cross boundary funding. Children living outside Glasgow will have funded hours from the first Monday of the **month after** their 3rd birthday.

Eligible 2 Funding

Some 2-year-olds are entitled to 1140 funded hours. They must meet certain criteria. To see if your child is eligible, please visit www.gfis.org.uk

Frequently Asked Questions

WHEN CAN I VISIT THE NURSERY?

We will be happy to show you around our nursery at a time that is convenient to you, to arrange a visit please call 0141 631 5235. We will try to avoid visits during lunch time as we prefer to make this a calm, comfortable, sociable occasion for our children.

IF MY CIRCUMSTANCES CHANGE, WILL I NEED TO TELL ANYONE?

Yes, if there are any changes in circumstances i.e. phone numbers, employment details, emergency contacts etc. Please contact us immediately as we may have to contact you in an emergency.

WHAT HAPPENS IF MY CHILD IS UNWELL?

- In accordance with NHS guidelines children who have sickness or diarrhea must have a clear 48 hours before returning to the nursery.
- If your child has any type of infection, please let the nursery know as soon as possible.
- A medical consent form must be completed before the nursery can administer any medication/creams.
- Please note that all medication must be in the original box with instruction leaflet and labeled/prescribed from the pharmacy/doctor.
- If your child becomes unwell at nursery, we will phone you to come and collect your child, if we are unable to contact you, we will contact one of the emergency contact numbers.
- If your child suffers from any allergies/medical conditions, you must inform the nursery **immediately**.

WHAT IF MY CHILD IS NOT ATTENDING NURSERY?

If you know your child will not be attending nursery for any reason, please let us know by contacting us on 0141 631 5235 or messaging your child's room directly on Family app.

WILL MY CHILD GO ON OUTINGS WITH THE NURSERY?

Yes, there will be times when your child will leave the nursery but only with your consent. You will be asked to fill in a consent form for local trips around Castlemilk, if your child is going on a trip outside the Castlemilk area you will be asked to fill in a consent form specifically for that trip.

WHAT HAPPENS WHEN IT'S MY CHILD'S BIRTHDAY?

To celebrate a birthday parents can bring in a shop bought birthday cake. All children will be made to feel special on their big day, staff and children will sing Happy Birthday.