



## *Nursery Prospectus 2023/2024*

**The Bridges Pre-School Nurseries (Westhill) Ltd - Prospect Place, Arnhall Business Park,  
Westhill**



*“You’ve taken my hand, opened my mind, touched my heart, shaped my future – Thank you”.*

**Thank you for your enquiry**

At “The Bridges” we know that leaving your child in the care of others can be a daunting thought. Choosing the best childcare for your family is one of the most important decisions you will have to make. That’s why, at our centre, we want to make it as easy and stress free for you as possible.

Early years facilities offer advantages for both parents and children. For the parents and carers there can be no doubt that a “little free time” can add to the quality of life. In some circumstances it may be essential, as is the case with working families. However, another more important element of nursery education is to benefit the child and herein lies the ethos and objectives of The Bridges Pre-School Nurseries.

With this as our goal, we intend to continuously develop The Bridges philosophy. In turn this will encourage our children to develop skills in an environment specifically created to provide them with the opportunity to do so.

Shapes, colours, layout, sunlight, and space all play a part in creating the ideal environment where a child can investigate situations in the company of others of equal age, stage and experience. We do not adopt a “school room” approach, as we believe and encourage children learn through play.

There is a need, in nursery education, to beware of “taking over” from children. They must be free to experiment with and explore new materials and situations and not be constrained by adults “showing them how”. It is therefore important that we see ourselves, not in a supervisory capacity, but as helpers in the children’s learning pattern.

Our specially trained staff provide a high level of care on an individual basis.

## About Us

At the Bridges we provide full time and part time day care for children from twelve weeks to five years.

The first Bridges Nursery was established in 1985, and with over thirty-eight years in business our Directors, Managers, Room Leaders, Seniors, Practitioners and Support workers have a wealth of experience in providing high quality childcare.

The Bridges Nursery is fully registered with the Care Inspectorate and work in Partnership with Aberdeenshire Council. We have been safety checked by these authorities, the Fire Brigade and the Health and Safety executive. Whilst in our care, children and staff are fully insured. Details of which are displayed in the entrance vestibule. The Bridges Pre-school Nurseries is an equal opportunities employer.

## Why choose Bridges? parent comments

*“Every single person who has looked after my child has done so with genuine care. She has always been encouraged to try new things and to do her best. We are so proud of her. Today I am taking home a happy, energetic, smart, and confident little girl, and you have all played a huge part in her being so happy and confident.”*

*“All the teachers contribute significantly to my child’s growth and curiosity. Thank you for the affection, care and support you have shown to our child.”*

*“I would just like to let you know that I am thoroughly delighted with the care that both my children receive. My son has been upstairs in the 0-2 room since April and I am really impressed by the level of care given to him, and by the great procedures that are in place. The staff really are a credit to the nursery and really give me peace of mind that they are well cared for. My son settled in amazingly well and I can only put that down to the experience and care given by all the staff. My daughter has been there a few weeks now and so far, she is getting on great too.”*

## Settling In

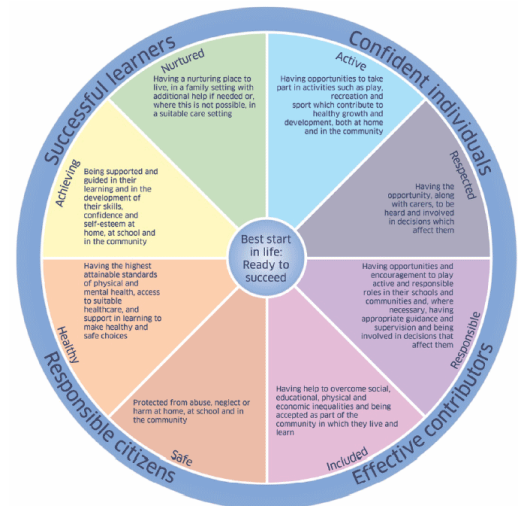
To help both you and your child feel less apprehensive about starting at The Bridges, we like to arrange a 'settling in period'. This usually takes place one to two weeks prior to your official start date and consists of a three hour visit or a few short 1-hour visits over a week. As the needs of new families differ, we always aim to be as flexible as possible. This experience prepares you and your child for their formal start date and can help alleviate anxiety. We will also offer an induction meeting with you prior to starting, during this time you will have the opportunity to discuss your child's daily routine, particular likes and dislikes, developmental stage, along with any other information unique to your child that may be beneficial to us, to help your child settle in.

We will be ready to cuddle and re-assure your child when you leave, to ensure that he or she feels safe and secure when you depart. We welcome calls from parents during the settling in period to further reduce any worries or fears and to answer any questions. We will also keep you informed of events and news relating to nursery in the form of a newsletter. You are encouraged to contribute to this at any time.

## Baby Room (0-3 years)

We recognise that the first three years of life are an extraordinary time that sets the stage for the years to follow. We use the SHANARRI wellbeing indicators along with the Pre-Birth to Three core principles and the Realising the Ambition guidance to underpin our aim which is to provide all children with a safe and secure environment in which to develop. As children under the age of three require very different levels of support during their earliest stages of learning, it is vital for their welfare that the focus is on their care, their routines, and their freedom to make choices and move around.

Our baby room is well resourced, and the bright airy environment creates a wealth of experiences for young inquisitive minds. We provide experiences which encourage building relationships and developing senses, this can often involve getting quite messy. We provide sensory activities such as sand, water, shaving foam, gloop, painting and many more experiences. We have 'treasure baskets and boxes' filled with various textured items, fabrics, bottles, rattles, shakers, etc. As children become more mobile staff place items slightly out of reach to



encourage movement and dexterity. All resources are age and stage related, reflecting the interests of each child thus enabling them to play and learn happily and confidently. We also allow the children to self-select. We promote good physical development through the use of climbing frames, dancing and lots of outdoor play.

We have a separate quiet room for our babies to sleep and each child has their own designated cot and individual bedding. We also have a comfortable chair and privacy for mothers who may wish to breast feed.





The staff working with the children under three provide a variety of experiences which will stimulate each child and enhance their learning. All children will have a Learning Journey which will document their nursery life and development.

These are available for parents to see at any time. These can be shared, and

opportunities made available to discuss each individual child's learning on a regular basis throughout the year.

Our children have regular access to a sensory area. This is a specially designed space, which allows children to enjoy a wide range of sensory experiences. We create a variety of environments, which focus on one or more of the senses through sound, lighting, tactile effects, and music, creating a relaxing and fun space in which to explore and experiment.

We operate on a staff / child ratio of 1:3 for our under 2-year-olds and 1:5 for 2-3 year old's. When you collect your child from our baby room, you will be given a daily sheet, which outlines:

-  How much they have had to drink and what they have eaten.
-  How many nappies they have used and their condition.
-  If and how long your child has slept throughout the day.
-  The learning opportunities and experiences that they have enjoyed participating in.

Staff will always be on hand to help you with your child and their belongings.

## Toddler room/Rising 3's room (2-3 years)

Our Toddler Room provides opportunities to promote independence skills during our nursery day with a great choice of learning opportunities including arts and crafts, construction activities, tabletop games and much more. We introduce early numeracy and literacy skills and experiences designed to develop your child's communication skills.



Each day children spend time outside in our play areas or local community as well as picnics in the park and visits to local landmarks.

During your child's time in our Toddler Room, we will aim to provide them with a wide range of experiences and opportunities to develop their confidence, ready for their transition to our 3-5 room. We operate on a staff / child ratio of 1:5 for 2-3-year old's and 1:8 for children 3 and above.

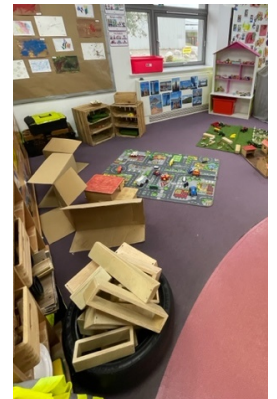
## Pre-School Room (3-5 years)

Our facilities incorporate Early learning and childcare for children from 3 – 5 years. Early years education is fun but in fun there is learning - if the environment is correct.

We have a wide range of opportunities available, including role-play, water and sand play, creative play, baking, arts and crafts and many more. These experiences allow children to learn through play in an exciting and enjoyable way. Our staff provide stimulating learning challenges which are responsive to children's interests. The layout of our 3-5 room allows children to choose their own learning opportunities which encourages choice and promotes curiosity, inquiry, and creativity. Within

this area of the nursery, we use the Curriculum for Excellence. This provides the best start for our pre-school children so that they can make a seamless transition when the time comes to move on to primary school. Young children learn quite naturally through play. At The Bridges, we intend to stretch young minds and imagination.

In the final stages prior to starting school, we seek to work in partnership with families and primary schools in order that each child's transition to school is seamless and positive. Primary 1 is an extension of nursery and encourages a play-based approach with varying strategies used to help children learn and develop.



## Outdoor play areas and equipment

Outdoor play is an important part of our curriculum, and our play areas have all weather safety play surfaces. These areas are equipped with a variety of equipment and games for exercise and play.

While outdoors, children have opportunities to participate in physical exercise, explore the mud kitchen, plant, and grow their own fruit and vegetables and even take part in music and story sessions.



As well as time in our outdoor areas, we also enjoy going out for walks to explore the local environment. Our children are often spotted out enjoying the fresh air, as well as the sights and sounds of the community. While out on walks, we use our Walkodile Child Safety Systems which keep our children safe.

We believe there is no such thing as bad weather, simply the wrong clothing. So, we ask that you provide your child with appropriate clothing for all types of weather – from puddle suits and wellies to sun hats and sunglasses! The best way to learn about nature is to be outside in it!



## About our Arnhall Facility

The Bridges Pre-School Nursery at Arnhall is located at 1 Prospect Place, Westhill. It opened in November 2004 and the building was purpose designed and built to provide the best in modern childcare.

Miss Michelle Thomson is our Nursery Manager and has 14 years' service with The Bridges, she is supported by the Deputy Manager Miss Kay McRitchie, who has been with the Bridges Nursery for 16 years. Miss Danielle Strachan and Miss Lauren buyers support with Quality Assurance and complete the management team.



Leading our 0-3 Unit is Mrs Kayleigh Middleton and Miss Jodie Findlater with an experienced team of Nursery Practitioners and Support Workers.

also oversees our Rising 3's room to ensure our 2-year-olds are gently transitioned from the 0-3 room when they are ready. During their time, they are caringly supported in their development in preparation for joining the 3-5 room.

Miss Kelly McFadyen leads our 3-5 department along with a dedicated team of Nursery Practitioners and Support Workers.

Staff photographs and job titles are displayed on the Notice Board located in the entrance hall and on individual playroom doors too.

We are open from 7.30am – 5.30pm.

## Values

**Quality** – We ensure that children and parent/carers receive the highest standard of care. Staff are well trained and supported in their roles. We continuously reflect on our practice to implement positive improvements across the centre.  
**Nurturing** – Parents are confident that their children are safe, secure, and cared for, through strong relationships with the team. The staff are valued and encouraged to develop their qualifications and skills in order to contribute to the success of the centre.

**Partnerships** – We are continually striving for strong partnerships with our parents, children, staff and visiting professionals, ensuring that these relationships initiate positive outcomes within our centre.

## Aims

- To provide a safe and stimulating environment in which the children feel happy and secure and where learning is achieved through play experiences and meeting the needs of each individual child.
- To provide each child with a nutritionally balanced diet and opportunity to engage in regular physical activity to develop their health, growth, and well-being.
- To establish partnerships with parents by effectively sharing information on children's experiences and learning, respecting their role as key educators, and building on this to support the children to achieve their maximum potential.
- To provide an environment where equal opportunities for all takes place regardless of gender, race, culture, or religion.
- To establish opportunities for staff development, including internal training and to promote access to education as a lifelong process promoting an ethos of trust and teamwork within the nursery so that staff are involved in continuous evaluation and discussions of their work using qualitative performance indicators.
- To promote the welfare of children through understanding, kindness and tolerance of others nurturing self-confidence, self-esteem and encouraging independence.
- To provide a smooth transition for children moving on to school. This will incorporate liaising with schools and providing opportunities for children to interlink.

Confidentiality is a key issue at The Bridges. Parents, staff, and others require to be reassured regarding the information they share with us. This involves and maintains respect, dignity, and privacy for all users. In furthering, these aims and in seeking to ensure accuracy in the recording of events, we reserve the right, without further notice, to make a formal electronic recording of all telephone conversations to and from the nursery premises.

## Helpful hints...

To make things as easy as possible for you and your child when you arrive, it would be helpful if you would bear the following points in mind.

### What we supply and what you should bring

We provide your child with age-appropriate snacks and drinks in line with the Scottish government 'Setting the Table' Nutritional guidance.

Babies are offered fresh pureed fruit and vegetables prepared on site. Children's meals are provided by our appointed catering company, made from fresh produce to the highest standards. Menus are planned to take account of current dietary thinking (low salt/sugar) and run in a four-week rotation.

We ask that you provide: -

- o Nappies.
- o Nappy cream.
- o Comforter (if required).
- o Expressed breast milk or formula milk and bottles.
- o Change of clothes – appropriate to the time of year.
- o Coat, hat, and gloves, puddle suits and wellies.
- o Sun cream and sun hats
- o Breakfast (if required)

(Please ensure that these items are clearly labelled and in your child's bag.)

### Before arrival

Please label garments clearly to avoid missing items, especially if your child is too young to recognise their own property. Many children end up providing the same/similar items so to avoid these going into Lost Property please clearly label them.

Each child in the Pre-School section should have a bag clearly named and containing the following:

- o Soft indoor shoes (with non-slip soles)
- o At least two changes of clothes are required, along with soft shoes or slippers. Remember to label all items clearly. It is not advisable to bring toys, sweets or other treasures as children usually leave these around and of course they are never seen again! Many children, in their early days at nursery, feel the urge to bring a comforter to which they are particularly attached too, and this is always allowed.

## On arrival

When you arrive at The Bridges Nursery there will be a member of staff ready to greet you and your child. This can be a daunting experience for you, and we want to be able to reassure and support you as much as possible. On the first day of nursery, it is important to show your child how excited you are about this experience. They will be aware that there is a change occurring and will sense from your body language and emotions how you are feeling. A member of staff will greet you at the door and take your child to the room they will be settling into. We warmly welcome a handover before you leave your child to enjoy their first nursery experience. If your child has a comforter or special toy, please bring this along so they have comfort, if required, along with a familiar connection to home life. If your child does become distressed tell them clearly that you will be back soon before saying "see you soon" and leaving them with their new friends and practitioners. We welcome and encourage parents to phone the nursery to find out how their child's day is going. We fully understand a little bit of reassurance will go a long way for parents. You will be given the nursery contact number to use at any time and we advise you save this in your telephone contacts. Please don't be afraid to keep close contact, we aim to make the transitional process as smooth and as easy as possible.

## Parents as Partners

We feel it is vital to work alongside parents/carers, in order to enhance the development of children, and to value the contribution parents make towards their child's learning.

In order to do this, we: -

- o Provide parents with information about the nursery before their child starts at the nursery.
- o Work with parents in building up a profile of the child's development and needs when the child starts at nursery - welcoming home links to include in their learning journey.
- o Provide opportunities for parents to discuss their child's progress through telephone or video meetings.
- o To provide guidance, advice and resources to support home learning.
- o Provide regular progress reports to parents giving details of their child's progress.

Prior to the child starting Nursery, the parent/carer will have been asked to complete an 'All About Me' induction pack, which includes sharing information about your child with the staff, such as any additional needs, allergies, health, medication, etc. This information will be stored in their individual Personal Plan and will be reviewed with parents to ensure the information is kept up to date and relevant.

## Illness

If your child is feeling unwell, it is not advisable to bring them into nursery amongst other children. We would appreciate if you would keep them off when there is a risk of infection. Please also inform the Nursery before 10.00am if your child will not be attending, or the day before, if you are aware, they will be absent. On the other hand, if your child is a little unwell, please tell us when you bring them, so that we are aware. If they become unwell during the day you will, of course, be informed by a member of the team. Please explain clearly, in a written and signed medicine form, if medicines are to be administered and be sure to collect them at the end of each day. If your child shows symptoms of an upset stomach such as vomiting and/or diarrhoea, it is essential that they remain home for 48 hours from the last episode.

## Fees and Holidays

Fees are payable monthly in advance.

All equipment, stationery, etc. will be provided by the nursery [with the exception of nappies and breakfast cereal].

We work in Partnership with Aberdeen City and Aberdeenshire Councils, offering up to 1140 hours of Funded Early Learning and Childcare (ELC). ELC Funding will be allocated to eligible children aged 3 or 4 years old, commencing in the term after their 3rd birthday.

The nursery year will extend to 50 weeks and include Public Holidays. The nursery will close for 2 weeks over the Christmas and New Year holiday.

Fees will be calculated by multiplying your Child's weekly fee by 50 and dividing this figure by 12 to arrive at a standard monthly payment.

$$\text{e.g., } £100.00 \text{ per week} \times 50 = £500 \div 12 = £416.66 \text{ per month}$$

There will be no rebate for absence due to sickness, or any additional holidays taken. Please refer to your Enrolment Form.

## Notice of withdrawal

In the case of a child leaving The Bridges (or in the case of a new child, after enrolment has been accepted), a full month's notice of withdrawal must be given in writing, failing which one month's fees in lieu of notice will be payable.

We hope this prospectus will provide you with all the information you need but feel free to contact any of our managers if you require additional help.

## Contract

We will ask you to complete an Enrolment Form to secure your nursery space. Although a very detailed document it is essential that you take time to complete it accurately as we will depend on the information you give us when dealing with the safety of your child. It is also important that you update any change of circumstance by advising our manager in writing. The same document explains in detail, our Contract Terms and Conditions and forms a binding contract between us. It is essential that you read it carefully and fully understand the details. If you are in any doubt or have any questions, please ask for an explanation.



**Contact  
details for  
our facility:**

The Bridges Pre-School Nurseries (Westhill) Ltd  
1 Prospect Place,  
Arnhall Business Park Westhill,  
Aberdeenshire  
AB32 6SY

Tel: (01224) 744741

Email: [arnhall@bridgesnurseries.co.uk](mailto:arnhall@bridgesnurseries.co.uk)

Directions: From Aberdeen take the A944 to Westhill.  
At the roundabout adjacent to Tesco carry straight on  
and take the second opening on the left into  
Enterprise Drive, then sharp left into Prospect Place.  
The nursery is immediately on your left.