



Parent Pack

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Introduction

Who we are...

Little Bugs Nursery at Fordell Firs is registered with the Care Inspectorate to provide Day Care to children aged between 2 to school age.

Set within the Scouting Adventures Centre, Fordell Firs, Little Bugs Nursery is West Fife's first fully outdoor nursery providing full or half day care Monday to Friday 50 weeks of the year.



We offer adventure within a nurturing environment. Our learning structure is play based as we encourage children to take the lead when exploring, allowing them to let their imagination run wild. As experienced early years practitioners we scaffold children's learning experiences and encourage curiosity and a thirst for learning.

Why an outdoor nursery?

The concept of outdoor learning has been around for some time however the importance of what it provides for children in terms of health, wellbeing and learning benefits has been diluted with the introduction of modern educational concepts. At Little Bugs we feel the time has come to go back to basics allowing children to reconnect with their natural surroundings.

"Supporting your little Bugs to Fly."

Meet the team



Louise
Founder

It is such a privilege to be able to influence and teach young children at a very early point of their lives. I have seen first-hand the benefits of outdoor learning to all children, especially those who need further support as they find their own way to grow and develop as an individual. I am a mother of two young children, and it is plain to see how much they enjoy being outside. My children are bursting with questions and are at their happiest alongside nature. Through teaching experiences, I have gained an insight into the effects of different social factors and the pattern of behaviour that extends from these experiences. This ignites a passion within me about the importance of early years intervention and investing in young children to ensure that they are equipped with the tools to navigate through life, giving them the best start possible. With all these factors in mind, I am so excited to finally have the opportunity to build my dream, an outdoor nursery right in the heart of where I grew up."

"It has been a wonderful journey for me in my career so far within early education and childcare. I have worked in several different settings, ranging from private settings to working in voluntary organisations such as Barnardo's and working for Local authority nurseries.

When I embarked on outdoor nurseries, I never thought that I would have enjoyed this so much. I have gained so much experience and skills about being in the woods everyday with children. I have learned first hand that if children are given the time and space to explore this sets them up to become confident individuals. I have learned bushcraft skills and have been able to support and encourage children to explore these by making dens, fires and even igloos! Being in the outdoors has made me a more confident, mindful person. This in turn has allowed me to share experiences with our little people, scaffolding and supporting their learning in the outdoors. I am privileged to have witnessed how these opportunities have impacted their lives and this has been nothing short of inspiring.

I am so excited about getting back to nature, embracing the various conditions and helping to build resilient children "



Rosslyn
Manager

Meet the team



Rebecca
Team Leader

I have always had a love for the outdoors and some of my best memories are of exploring local woodlands and our wonderful countryside as a child which has turned into a lifelong passion. I am so privileged to have been able to share that passion with the children within my care. I have seen how children respond to and interact with nature, it offers children the opportunity to explore, learn at their own pace and develop their confidence.

I have been fortunate to have worked in different environments all of which understood the importance of outdoor play and exploration. Being in an outdoor environment has helped me develop as a practitioner and I am excited to share this journey with you all.

"Having worked within the primary education sector for almost a decade both in pupil support and as a teacher, my passion ultimately lies in supporting the wellbeing of our children to be the best they can be - encouraging them to embrace the world around them! As a mum to a now 7 year old, I have also been able to witness first hand how spending more time outdoors has helped to grow my son's confidence and resilience. When the opportunity came to join Little Bugs I just knew it would be an exciting adventure to be a part of as being outdoors has become my own personal therapy, too. You'll often find me taking a mindful walk in the woods with my dog or at the beach collecting sea glass. I can't wait to learn and grow with Little Bugs and look forward to meeting all the children and families!"



Lynne
Outdoor
Practitioner

Meet the team



**Cora
Trainee
Outdoor
Practitioner**

“My experiences exploring nature as a child have shaped the way I create, teach and view the natural world today. I am thankful for being raised this way as I believe connecting with nature early on builds a love, appreciation and respect for our planet and was a factor in sparking my passion for environmental ethics. I have been working with children in a wide variety of settings and of all ages from a very young age myself when I started my career as a face painter and clown. Since then, I have worked in a local nursery and after school club and I am also a professional singer-songwriter, theatre maker, performer and drama leader. I have performed as a solo artist and with a band and I also wrote and appeared in my own one woman show, “Object of Desire” for the Edinburgh Fringe 2019. In my experience of working with children of all ages, I find it so rewarding to see how the arts build a sense of identity and self-confidence while opening a vital avenue of expression and understanding of emotions. Nature can be an escape for children, it certainly is for me and is a place where I can go to meditate and find peace. I feel so blessed to be part of the Little Bugs team and I cannot wait to learn and explore with the children and see the beauty of nature through their eyes.”

After some years spent in retail management, I felt it was time to change my career. I had wanted to become a teacher, so I applied for a nursery assistant role at the nursery my son was attending in order to give me some experience of working with children whilst I did my teacher training.

After some time, I realised that I loved Early Years care and education and this was the career for me!

I have spent 16 years as a practitioner in various roles working with children aged from 3 months to 11 years old! I have been a key person, deputy, and room leader as my Early Years career has progressed.

The last 5 years I have led the outdoor learning space development in my last setting. We developed a large loose parts and natural learning woodland garden area which the children have loved.

I realise and have seen the huge benefits that outdoor play has for children and is now my passion to introduce children to the wonders of nature as they grow and learn.

I feel very lucky and privileged to be part of the Fordell Firs Little Bugs team!



**Keith
Outdoor
Practitioner**

Meet the team



**Rachel
Outdoor
Practitioner**

It has been an honour to have supported children over the years to help them gain their full potential in life. I started off as a volunteer within sports clubs and community events for children. From volunteering I then progressed onto sports coaching which has enabled me to allow children to try new sports and gain skills focusing on key areas (hand eye coordination, balancing, fine motor skill, gross motor skills, throwing, catching and kicking) Most recently along with my coaching I have been working as a pupil support assistant in a primary school. Where I have worked in both the mainstream and additional support needs departments. It is clear to see when taking the children out how much they thrive being in the great outdoors. I understand and have encouraged children to develop through a variety of learning styles and have witnessed first hand how the outdoors often helps bring out children's creativity, imagination and sense of freedom. Especially when the children are playing they often don't realise they are learning. I enjoy walking in the woods and exploring nature through my hobby of photography with a keen interest in wildlife and landscapes. Along with photography I have a love for bees and help my family look after their bee hives. Seeing the children grow and gain confidence is an amazing opportunity to be part of and not to be missed.

I have been a primary teacher for quite a number of years. During this time, I have had the privilege to train then work in schools in Scotland and also other countries around the world. One thing I have witnessed is what being outdoors does for all learners. It offers a freedom to be vocal, to move, to find peace, to create, to interact, to negotiate and to try things which they never thought they would ever try and achieve at a level beyond their own expectations. I remember fondly during my teacher training a placement in a nursery, and really enjoying the learning experience that I went through working with children of nursery age. They are not scared or intimidated to try, and as an adult I found it fascinating watching their progress, achievements and their openness to explore. My career took me down a different route teaching all ages within the primary sector. So I am excited to be joining Little Bugs Nursery to work within a nursery and to be experiencing the great outdoors, knowing that every day I will learn as much as the children will. I am looking forward to exploring together.



**Caroline
Outdoor
Practitioner**

Meet the team

I have been crazy enough to work in childcare, education and youth work for over 20 years securing my EYO qualification and a degree in community education. There is not many jobs I haven't done in these fields, but each has presented new challenges and adventures and confirmed this as being the career for me. I love being outdoors and have seen the huge differences it can make in a child's life and development. Big kid at heart so enjoy the adventures and challenges myself and looking forward to sharing in your child's new adventures at Little bugs. Dad of two beautiful young girls so don't have much free time but you will find us daily in the garden, wood or outdoor enjoying being active and connecting with nature where we are always learning with the endless creative opportunities out there.



**Richard
Outdoor
Practitioner**



**Cassie
Play Instructor
After School
Club**

I first learned that I liked the outdoors when I joined scouting at the age of 8. During my time in scouting, I participated in several different camps and activities which allowed me to learn new outdoor skills like orienteering, pioneering and survival skills. Since I became a leader within scouting, I have begun to enjoy hiking as this is in the outdoor exploring beautiful scenery. Since October 2020 I have completed 12 Munros in my spare time while studying History at uni. I have recently been interested in learning new fun skills by undertaking different types of water sports and have undertaken several days kayaking and a day on a sup (stand up Paddle Boarding). I first started working with young children when I was 14 when I started as young leader within scouting working with children in the cub section aged 8 to 10. I when I turned 18 I then became an adult leader with the cub and have currently moved on to help with scouts aged 10 to 14 years and beavers aged 6 to 8 years. I have also helped with the additional support unit within my high school to teach and help develop younger children that needed additional support. I last worked and continue to volunteer in my spare time as an activity instructor at Fordell Firs working with kids aged 5 all the way up to adults to develop new skills and try new activities that may not be within their normal comfort zone. After this I learned that I wanted to work with children full time not just in a volunteer capacity but as a full time career. This is because I enjoy spending time working with children to develop their core and new skills along with helping them achieve new goals and experiences.

Arrangements, Fees and Booking

Little Bugs is open Monday to Friday, 50 weeks of the year. We will close over Christmas and New Year.

Please note that you need to book a minimum of 1 full day space or two half-day or early finish spaces at Little Bugs.

Session Fees

Session Time	Age 2 to 3 Years	3 Years Plus
Morning (8am to 1pm)	£28	£26.50
Afternoon (1pm to 6pm)	£28	£26.50
Full Day (8am to 6pm)	£53	£50
Early Finish (8am – 4pm)	£44	£42.50
FUNDED TERM TIME ONLY 9-3	NOT APPLICABLE	£32

We recommend that 2 year old's start with 2 half day placement**

We are a Partner Provider with Fife Council for children aged 3-5 years old

Funded Spaces Full Year Provision and Term Time

50 weeks (Full Year Provision)

You can split your funding with another provider and pay the remaining balance on your monthly invoice. Please ask a member of management for further details.

Term Time

We offer a limited number of term time 9-3 spaces. If you wish to use a term time space we require you to take a minimum of two sessions per week.

Booking - For more information, visit www.littlebugs.co.uk to complete a pre application form. Alternatively, to register your interest or to arrange a visit please email info@littlebugs.co.uk or call us on 01383 667277

Food and traveling to Fordell Firs



All sessions include a snack and full day, early finish and funded termtime spaces include a hot organic vegetarian soup and sandwich from The Soup Guru



Food at Little Bugs

We are a **NUT FREE** setting . We provide snack bags to all children within Little Bugs, however on occasion you may want to provide additional options for your child. Please be aware that we have **severe nut allergies** within the setting and ask that nothing you provide contains any type of nuts.

Our vegetarian hot soups and sandwiches are included in the price for our full day children, early finish and term time children. However some parents have asked to purchase these if their child attends a half day. If you wish to do this the additional cost is £3. Please get in touch if this is of interest.

Traveling to/from Fordell Firs

All visitors to Little Bugs at Fordell Firs must access the site via the main gate via the B981 and park within the Fordell Firs Car park. At Little Bugs Nursery we take a considerate approach towards all users of the centre and the local community, with this in mind it is strictly prohibited for Little Bugs Nursery customers to access the site via Fordell Gardens.

Staff will be situated within the Fordell Firs Car Park at the beginning of the session to warmly greet children and families and invite the child into the setting. Children will be collected from the main car park at the end of the session.

Settling In

We know that starting a new nursery can be an emotional time for both parents and children. At little Bugs we want to make the start of each session as enjoyable and stress free as possible.

Although our settling process is centered around the child parents and caregivers are more than welcome to join in. Prior to their first day children and their families are invited to visit our setting to meet our friendly staff and explore everything Fordell Firs has to offer. We ask that the proposed day and time be agreed with the nursery manager prior to the visit. These settling in sessions are free of charge.

For some, this may be the first time leaving a parent with this in mind we will do our upmost to ensure your child feels safe, comfortable and at ease through the process. Your child may require additional settling in sessions to ensure a smooth and relaxed transition between home and nursery.

What to Expect

During the initial visit, children and families will be shown around the site by a member of staff and introduced to other children. Children will be shown where they hang their coats/bags and where they will nap and go to the toilet. We want to ensure that your child feels happy and excited before leaving by ensuring that we spend the time getting to know your little one and discussing their needs with their families. We normally offer two settling in sessions prior to your child's official starting date. Your child will be allocated a key worker and during your settling in visit some paper work will be filled in together.

A Little Rest for a Little Bug

Play based learning can be hard work. We will have cosy, comforting and peaceful resting spaces in the form of hammocks, cushions and day beds situated both outdoors under shelters and within our Yurt. If your child sleeps at nursery we ask that you provide us with a cot sheet and blanket that you take home each day, this can go into an additional bag that you take home daily. We will of course discuss 'napping' arrangements and preferences with families during your visit



Kit List

Living in Scotland, the weather can change very quickly. Come rain or shine we would like our little bugs to be comfortable ready to explore in all seasons and ever-changing weather.

Everyday essentials

Waterproofs are needed everyday, even in the summer. It could rain at any point and waterproofs will prevent your child from becoming wet and cold. **Wellies** are also an essential all year round addition. It is always advisable to bring them along in a bag just in case the weather suddenly turns. Other essential all year round items include **jumpers/ayers, spare socks and pants**, we also require children to bring one set of spare clothes.

We supply Didrikson's Slaske Waterproofs for a discounted price. Ask a team member for further information



Winter Weather

- **Footwear:** Please can you ensure that your child comes in welly boots and welly socks - this is essential for warm and dry feet in the winter.
- **Socks:** One or two pairs of thermal socks should be worn. Welly socks over the top of thermals can also ensure that children are protected from the winter chill. Please be aware that cotton/ankle socks do not provide adequate level of warmth in winter.
- **Thermals are essential in cold weather:** Thermal base layers with long sleeves and thermal bottoms. Alternatively, as many thin layers are possible ie tights/leggings. Thermals are often available in Aldi or Lidl
- **On the body:** at least two more layers with long sleeves with the last layer being a warm micro fleece or a woolly jumper.
- **Final Layer:** The waterproof layer - Through experience it is recommended that children have separate waterproof coat and trousers (dungaree style) This is because they provide both warmth and helps develop independence in the woods. Aldi and Lidl provide fantastic options that we highly recommend. If you are finding it tricky to source these items, please speak to a member of staff about our 'on loan' scheme.
- **Gloves:** In our experience its best to have a couple of pairs of magic gloves as children can still use their hands when playing in the outdoor environment. Ski gloves etc are very restrictive.
- **Hats:** Provide a warm fleece or wool hat.

Kit List

Autumn/Spring Weather

As the seasons change both going into winter and approaching spring the weather can be extremely changeable so its much better to be over dressed and able to peel layers off. It is advised that children wear long-sleeved t-shirts and long over trousers due to nettle stings and other jaggy foliage. **Please avoid skirts and shorts.** Trousers should be tucked into socks. This is essential in reducing the risks of Tic bites.

Warm/Summer Weather

Please ensure your child has a sunhat to protect them from the summer rays. It is essential that children have sun cream applied BEFORE attending nursery. Sun cream will be applied as necessary throughout the session. If your child has sensitive skin please ensure you provide us with a suitable sun cream.

Rucksacks/ Sitting Pads

Children at Little Bugs nursery are encouraged to bring use a rucksack with **chest straps** these can be found in all outdoor activity shops. Alternatively, we can provide these at a cost of £10. In the rucksack children should carry spare clothing with them when we go out to the surrounding woodlands. It is recommended that spare clean clothing is put into a dry sack to prevent the damp from getting to it. Dry sacks can be purchased in most outdoor shops. Each child will be provided with a foam sitting pad which will be clipped to their rucksacks. This provides a nice comfy seat when out and about exploring.



Please Remember to write your child's name on EVERYTHING.

If you have any questions, feel free to ask one of the team. We would be happy to answer any of your queries. We are here to help and want your child to get the most out of the time spent at nursery. The more comfortable and warmer your child is, the better experience they will have.

Toileting and Handwashing

Toileting

The dignity and privacy of all our children is central to our ethos. We know how important and essential toileting is to us all and being outdoors. We have a range of different toileting options depending on where we are exploring.

Base camp- We currently have Porta Pottys installed within base camp, these are situated in our pop-up toilet block along with our baby change. This is a temporary measure until our toilet cabin has been built. We hope to move to composting toilets soon.

On an Excursion- A screened toilet section will be set up at our chosen location. We will have a porta potty for children to use.

Adverse weather or near by- If we are in the sports hall due to adverse weather or near the toilet block children will have access to the main toilet block on the site.

We understand that while outdoors we may not always make it to a physical toilet. If we can not make it to a physical toilet we will always ensure the comfort and dignity of the child is maintained.

Handwashing

More than ever we hear about the importance of handwashing and good hand hygiene. We will adhere to the guidance set out by Health Protection Scotland in Hygiene Requirement in Outdoor Nurseries in Scotland.

We will ask children and staff, as a minimum, to wash their hands:

- On arrival
- Before morning snack
- Before lunch
- Before afternoon snack
- After any toileting



Policies and Procedures Summary

The following are summaries from the Key Policies in which Little Bugs operate. If you would like further information on our policies please head over to the Big Bugs Parent Portal on our website to access all of our policies and procedures. Alternatively these can be requested by emailing info@littlebugs.co.uk.

Child Protection

At Little Bugs Fordell Firs we are committed to ensuring the wellbeing and welfare of all children in our care. We acknowledge that the child's welfare and wellbeing are vital and that there is a duty of care to implement effective policies and procedures for safeguarding all children in accordance with the guidance produced by the Scottish Government and the Care Inspectorate, as well as support from Fife Council social work team. A copy of the full policy is available on request.

Child Protection Team/ Local authority social services Fife: 0345 155 0099

Complaints

At Little Bugs Nursery we believe that Parents/Caregivers are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes. We always hope that Parents/Caregivers and children are happy with the service provided and we encourage parents to voice their complaints and compliments to individual members of staff or manager. If you do not feel comfortable speaking with a member of staff in person please get in touch by emailing Rosslyn@littlebugs.co.uk or Louise@littlebugs.co.uk You can also contact our regulator The Care Inspectorate on 0345 600 9527

Medication

At Little Bugs Nursery we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection. If a child requires medicine, we will obtain information about the child's needs for this and will ensure this information is kept up to date. We follow the Care Inspectorate guidance on the management of 'Medication in Day Care of Children and Childminding Services' (2014) when dealing with medication of any kind we follow strict protocol. Any requests for medication to be administered during nursery sessions will be handled by a First aid trained member of staff only. For further information please see the Little Bugs Medication Policy in full.

Policies and Procedures Summary

Promoting Positive Behavior

At Little Bugs Nursery we believe that the happiness of all children in our care is our primary focus. We want the Little Bugs at Fordell Firs nursery environment to be a secure and stable environment which allows freedom within safe boundaries. These boundaries are discussed and agreed as a child and staff group. We feel that allowing children to be included in decisions regards their own safety allows them to understand the reasoning around the precautions that are taken to protect them from harm. We believe in the ethos of promoting and recognising positive behaviours. We encourage children to engage in discussions regarding different types of behaviour and how behaviours can change and manifest when emotions cannot be expressed or have been misunderstood. We encourage the use of Positive Language and offering children the opportunities to express instead of repress emotions. It is our firm belief that in doing so they will learn to respect themselves and others around them.

Infection Control

At Little Bugs Nursery we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. Viruses and infections can be easily passed from person to person by breathing in air containing the virus, which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses. Little Bugs at Fordell Firs has a 'duty of care' and requirement to provide a safe environment for the children within it's care. The national guidance 'Infection Prevention and Control in Childcare Settings (2018)' sets out guidelines and is recommended as best practice by the Care Inspectorate.

Adverse Weather

Little Bugs at Fordell Firs will make every effort to keep our outdoor nursery open in adverse weather conditions in order to minimise any disruption to our service. However, in some cases of very extreme weather conditions we may not be able to operate in our usual way. This may be due to staff shortages, dangerous conditions or damage to areas of our site. Any decisions about the opening or closing of the service will be made by the manager and will consider the safety of children, families and the staff team. We have access to a large sports hall and classroom area which are all warm dry spaces. These spaces will be used for shelter during infrequent bouts of adverse weather.

Terms and Conditions Summary

- Little Bugs is regulated by the Care Inspectorate.
- In order to secure a space at Little Bugs non funded spaces are required to pay a **non refundable** deposit of £50. Your space will not be secured until this deposit has been paid.
- Inclusion: We do our best to accommodate all children, regardless of needs. Specific physical requirements may need to be assessed on an individual basis but please discuss this with us.
- Safety is key and all our staff are trained and registered with the SSSC or GTCS.
- All meals and healthy snacks will be provided.
- Registration enquiries can be made by completing a pre-registration form at www.littlebugs.co.uk or by emailing info@littlebugs.co.uk
- A notice period of 4 weeks is required in writing to end your contract.
- Payment of fees is strictly in advance. Arrears may result in the immediate withdrawal of childcare. Once childcare is withdrawn, places will be offered to those on our waiting list immediately.
- Any additional days from the agreed normal week will incur additional charge – additional days will only be available if capacity allows.
- We operate on a 1:5 ratio for children aged between 2 and 3 years old. 1:8 for children aged 3 plus.
- If a child is ill, they will not be able to attend.
- Once a child is enrolled, fees must be paid whether the child attends or not. Failure to do so will result in the loss of the childcare place.
- We accept all childcare vouchers and offer funded (FREE) early years and childcare places in partnership with Fife Council. (Please ask for more info).

As you would expect we have an extensive collection of policies and procedures. These policies and procedures take account of: Health and Social Care Standards: My Support, My Life; Realising the Ambition; Out to Play; My World Outdoors; UNCRC; Infection Prevention and Control in Childcare settings. Should you wish a copy of any of our policies then please just ask a staff member or contact us via email info@littlebugs.co.uk



Little Bugs would like to thank Scouting Adventures Fordell Firs for their support during this very exciting adventure.



@littlebugscot



@littlebugsoldoors



@littlebugsoldoors

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