



Parent Pack  
Abercorn

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# Introduction

## Who we are...

Little Bugs Nursery at Abercorn is registered with the Care Inspectorate to provide Day Care to children aged between 2 to 8 years old.

Set within the Hopetoun Estate, South Queensferry, Little Bugs Nursery is a fully outdoor early years setting providing 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.”*

*“My name is Kirsten and I have worked within the early years sector for 12 years now and am thrilled to be working in the outdoors. I am currently working as manager for little bugs Abercorn and have been with the company since the site opened in June 2022. I have previously worked within private indoor nurseries and decided to take the jump to outdoor education as the outdoors is something i love in my personal life! road trips and exploring Scotland's beautiful scenery is my favourite thing to do! With the children i thoroughly enjoy learning survival skills such as setting fires, tool use and camping out in the woods! i have a HNC in early education and childcare alongside a level 4 in management and I am currently working towards gaining my BA in childhood practice”.*



**Kirsten  
Manager**



# Meet the team



**Becca**  
**Team Leader**

*"Hi, my name is Becca and I have worked in childcare for the last 8 years. I have a HNC in Early Education and Childcare and have completed my level 3 forest school leadership training. I have recently had a little baby boy (the first official Little Bug) and have loved watching him grow and develop over the last few months. I joined the Little Bugs team when they first opened in Fordell in 2021, starting as a practitioner and then progressing to team leader. I love spending time outside, exploring our environment and have loved being able to pass that passion and curiosity onto the next generation. I cant wait to welcome you to the Abercorn family."*

*Hi, I'm Alice, I've worked in childcare for nearly 25years and I have a HNC in Childcare & Education.*

*I came to work for Little bugs Abercorn when it 1st opened, I love the freedom and the variety of each day and with the support of the growing team, and the inspiration and forward thinking of our founder Louise it's an amazing place to work. I absolutely love being outdoors with the children, stretching their curiosity, building their confidence and watching them problem solve they are truly inspiring and keep me striving to learn more to better support their learning too.*

*I'm the messy one usually found covered in mud or paint, digging and planting in the garden or at the woodwork table with the tools. Hope to see you for a visit soon.*




**Alice**  
**Practitioner**

# Meet the team



**Rebecca  
Practitioner**

*Hi I'm Rebecca. I have a BA in learning disabilities/difficulties which I got in 2014 and have over 10 years childcare experience mostly within educational settings such as schools however for the last 7 months I have worked at Little bugs  I have a 5 year old daughter at home who I spend all my free time with and love to be in the outdoors as I find it so good for not only my own health but also hers!*

*I'm very interested in the teaching of children and enjoy doing little activities that spark children's learning journeys and get them interested in reading/writing and numeracy at all ages*

*I am mum to a beautiful little boy. I am currently studying for my HNC Childhood Practice and Spanish. Previous to this I worked in the airlines as cabin crew where I had the opportunity to work with people from many different cultures and walks of life. My family and I love the outdoors and we take every opportunity that we can to go camping, play in the forests or take a day trip to one of Scotland's stunning lochs. I enjoy messy play and cooking up delicious food in the kitchen with my son experimenting with new flavours and textures. I believe that children's play, especially outdoor play is one of the best ways to teach our children and set those fundamental foundations to prepare them to progress into school and beyond.*



**Kirsty  
Practitioner**

# 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 2 morning sessions per week or x1 longer session per week***

Session Time	Age 2 to 3 Years	3 Years Plus
Morning Session (8am to 1pm)	<b>£30</b>	<b>£27</b>
Short Day Term Time or Full Year (9am to 3pm)	<b>£36.00</b>	<b>£33.00</b>
Longer Day ( 8am to 4pm)	<b>£48.00</b>	<b>£44.00</b>
Full Day ( 8am to 6pm)	<b>£57.00</b>	<b>£53.00</b>

## Funded Spaces for 3 to 5 Year Olds

***We are working towards becoming a Partner Provider with both West Lothian Council and The City Of Edinburgh Council.***

### 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.

**Booking** - For more information, visit [www.littlebugs.co.uk](http://www.littlebugs.co.uk) to complete a application form. Alternatively, to register your interest or to arrange a visit please email [info@littlebugs.co.uk](mailto:info@littlebugs.co.uk) or call us on 01383 667277

### £65 Non-refundable deposit and Kit fee

As part of your registration you will pay a £65 nonrefundable deposit and kit fee. As part of this kit fee you child will be given an enamel cup which they will bring to and from nursery. Your child's soup/ smoothies will be served in this cup and we ask that this cup is taken home and washed. Your child will also receive their own sit mat which will be attached to their back pack.



# Food and traveling to Little Bugs at Abercorn

## Food at Little Bugs

We are a **NUT FREE** setting . We provide snack 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 all of our children. Children attending in the morning will receive a substantial morning snack and lunch. Children attending a short day/ Full day session will receive 2 snacks and a lunch.



## Traveling to/from Abercorn

All visitors to Little Bugs at Abercorn must park in the customer car park which is clearly sign posted. We ask that parents take the short walk through the woodland following the path to reach the entrance to the walled garden.

At Little Bugs Nursery we take a considerate and safe approach towards all users of the Hopetoun Estate and the local community, with this in mind it is strictly prohibited for Little Bugs Nursery customers to park directly outside the wall garden entrance.



# Danger

## Open Water

Please note that there is open water on the other side of the woodland. Please ensure that your child remains well away from the waters edge.



# 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 Little Bugs at Abercorn 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 utmost 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 hut. 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/layers**, **spare socks and pants**, we also require children to bring one set of spare clothes.



We recommend **Didrikson's Waterproofs**. You can also pick up great waterproofs from **Lidl and Aldi supermarkets**.



## 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 use a rucksack with **chest straps** these can be found in all outdoor activity shops.

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.

**The Walled Garden-** We have a toilet block within the walled garden containing porta pottys and a baby changing area.

**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.

*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.*

*If your child still requires a nappy, please provide these along with a pack of wipes and nappy bags (biodegradable if possible). When the time comes, please speak to staff regarding the support we can offer over the toilet training period.*

## 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 lunch
- Before afternoon tea
- 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](mailto:info@littlebugs.co.uk).

## Child Protection

At Little Bugs Abercorn 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 The City of Edinburgh Council and West Lothian Council social work team. A copy of the full policy is available on request.

## 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 [Rosilyn@littlebugs.co.uk](mailto:Rosilyn@littlebugs.co.uk) or [Louise@littlebugs.co.uk](mailto:Louise@littlebugs.co.uk) You can also contact our regulator [The Care Inspectorate](http://www.careinspectorate.gov.uk) 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 Abercorn 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 Abercorn 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 hut which is a warm dry space. This space 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 £65. 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.
- Parents/Carer's are to provide lunch. We will provide a healthy afternoon tea.
- Registration enquiries can be made by completing a pre-registration form at [www.littlebugs.co.uk](http://www.littlebugs.co.uk) or by emailing [info@littlebugs.co.uk](mailto: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 are working towards offering funded (FREE) early years and childcare places in partnership with The City of Edinburgh Council and West Lothian 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](mailto:info@littlebugs.co.uk)



Little Bugs would like to thank the Hopetoun Estate for their support during this very exciting adventure.



@littlebugscot



@littlebugsootdoors



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