



Fordell Firs
Parent Pack
2024

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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 Fifes 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 setting, 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



Rachel
Team Leader

“It has been an honour to have supported our Little Bugs children since we opened in 2021. 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). I have worked in pupil support in both mainstream and additional support needs departments. It is clear to see when taking 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. I enjoy walking in the woods and exploring nature through my hobby of photography and have 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 started my career as a relief member of staff and roughly 7 years later this is still the career for me. I absolutely adore watching the children grow and learn and become more confident in every way. Also, I am a big kid at heart and love being goofy with the children. This is such a rewarding career every day is different and learning new skills is always a bonus. I started with Little Bugs in 2022 and I love being part of a team that is so supportive. Working outdoors, can be challenging at times, but the rewards far outweigh those moments”.



Nicole
Team Leader

Meet the team



Richard
Outdoor Practitioner

"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".



Lianne
Outdoor Practitioner

"I have been in childcare and education for 19 years and scouting for 15. I achieved my SVQ 3 qualification in 2011. I started as a volunteer in a creche with home-start and found a love and passion working with young children. I went on to work in a mobile creche as a senior, all across fife and Edinburgh for 10 years before moving to private. I enjoy being outdoors both with Little Bugs and Scouts. I have a 10 year old daughter and you will find us out walking and exploring whenever we can".



Cassi
Outdoor Practitioner

"I first started working with young children when I was 14, starting as a young leader within scouting, working with children in the cub section aged 8 to 10. When I turned 18 I became an adult leader with the cubs and have currently moved on to help with scouts aged 10 to 14 years and beavers aged 6 to 8 years. I realised I wanted to work with children full time not just in a volunteer capacity. I have been working with Little Bugs for over a year now and I have just become fully qualified. I am so excited for the future and to continue to develop in a career I am passionate about".

Meet the team



"I've been working in education for over 20 years as a pupil support assistant, childminder and a practitioner. Having the opportunity to combine my 2 passions, early years education and being outdoors, is something I am so grateful for. Working at Little Bugs as the term-time practitioner also means I get that quality home life balance which is so important. Every day is an adventure at Little Bugs and I am so pleased I get to help children explore and discover how incredible learning outdoors can be".



Lyndsey
Outdoor Practitioner



Cat
Outdoor Practitioner

"Hi, I'm Caitlin (but everyone calls me Cat). I grew up spending a lot of time outdoors and within the scouting movement. As soon as I was 18 I became a leader and loved sharing this passion with the young people. I feel privileged that I can now do this in my professional life as well. I started working in early years education in Edinburgh in January 2022. After moving back to fife to be closer to my family I started with Little Bugs late February 2023. I can often be found on adventures with my family, reading or playing games with friends".

"I have always enjoyed spending time in the outdoors, and having spent the last 12 years sitting behind a desk I knew it was time for a change. When the opportunity arose to join a wonderful team and pursue a new career, I felt that this was the perfect challenge for me.

Having recently become a father, understanding and nurturing children's needs has come into greater focus. Hopefully I will be able to pass on my love of the outdoors".



Ali
Trainee Practitioner

Meet the team

"Hello I'm Nora I love to spend time outdoors so I feel very lucky to be able to mix the job I love and my favourite place into one I'm a Mum of five - aged from 6 to 28 so have had lots of life experience. I have recently returned to amateur theatre to do pantomime which I loved so I can hopefully share some songs etc with your children ! I love to read and bring stories alive in our minds .



Nora
Outdoor Practitioner

"I was first inspired to pursue a career in this field during school work experience where I had the opportunity to work with young children. Seeing their curiosity and eagerness to learn ignited a passion in me to help children develop and grow. Since then, I have been eagerly seeking opportunities to learn more about early childhood education and gain practical experience in a nursery setting. With a creative approach to teaching and a love for helping children develop, I am equally comfortable with outdoor activities. I am a quick learner and adaptable to situations, always eager to learn new skills and techniques to improve my teaching and caregiving abilities. I am confident that my passion for early childhood education, combined with my positive attitude and strong work ethic.



Sarah
Outdoor Practitioner

"Hello, I am Hanji, I did my initial qualification in my home country of Hungary. I have really enjoyed learning about the Scottish Curriculum and how this relates to being outdoors for children. I enjoy finding all the creative tools, resources and opportunities the nature can provide to us. My favourite area is the arts and crafts table and the home corner, thinking of natural and eco friendly ways to create art and use our imagination in games".



Hajni
Outdoor Practitioner

Meet the team



Charlene
Office Admin
Fordell Firs & Abercorn



Chelsea
Office Admin
Fordell Firs & Abercorn



Ciara
Supply Practitioner



Shona
Supply Practitioner

Food and traveling to Fordell Firs

All sessions include a snack. Full day, early finish and funded term-time spaces include a hot, locally sourced (organic where possible) meal 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 meals 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 £3.50 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.

Please park in the main car park of the Scouting centre and make the short walk to base camp where your child will be warmly welcomed by a member of our staff team.

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 15 hours per week at Little Bugs.

For example; x3 half day sessions or x2 longer sessions.

Session Fees Jan 2024

Session Time	Age 2 to 3 Years	3 Years Plus
Morning (8am to 1pm)	£32	£30
Full Day (8am to 6pm)	£57.50	£55.00
Early Finish (8am – 4pm)	£48	£46
FUNDED TERM TIME ONLY 9-3	NOT APPLICABLE	£37



Funded Hours in Fife



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 279380

Start Dates and Settling in

To give your Little Ones the best possible settling in experience at Little Bugs, we now have set start dates throughout the year. We do not start under 3s at Little Bugs during the colder months. The dates in italics will be your child's settling in week.

<i>Intake Date</i>	<i>Age Group</i>
January (T3) 4 th Jan to 12 th Jan 2024	3 years and above only
February Mid Term WC 12 th Feb 2024	3 years and above only
April (T4) WC 15 th April 2024	2 years and above
July (Summer) WC 1 st July 2024	2 years and above
August (T1) WC 19 th Aug 2024	2 years and above
October (T2) WC 21 st Oct 2024	2 years and above

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 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 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/layers, 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.

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 a toilet cabin for baby changing and toileting for older children. We have recently added some dunny's to basecamp – allowing for easier access to independent toileting. 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 Rosilyn@littlebugs.co.uk or info@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 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.
- 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



@littlebugsootdoors



@littlebugsootdoors

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