

LANARK PRIMARY EARLY LEARNING & CHILDCARE



A Welcome Guide for Parents/Carers 2019-2020

Headteacher: Mrs Farah Crook

Email contact: office@lanark-pri.s-lanark.sch.uk

Telephone: 01555 662806

Option 3

Welcome to Lanark Primary School & ELC

General Information

Depute Head Teacher	Miss M. Elkin
ELC Teacher	Mrs J Bryce
Early Years Team Leader	Mrs K. Lyons
Early Years Workers	Miss S. Walker
	Miss C Geddes
	Miss Y. Graham (M,T,W,T), Mrs Yellop (F)
	Mrs A Anis (M,T)
	Mrs E. Mackenzie (W(pm), T,F)



*Please note: all members of staff working in this ELC have undertaken disclosure

Session Time: 8.45am - 2.45pm (Full Time Children)
Wednesday Session: AM - 8.45am - 11.55am
PM - 1pm - 4.10pm

We are able to offer a service to children aged 3 - 5 years.
ELC refers to Early Learning and Childcare (formerly known as Nursery)

Administration

We ask parents to complete forms for the following:

1. An **emergency contact number** in case your child becomes unwell. Germs spread quickly in the ELC, so if your child is sick, please keep them at home and phone the school office to let them know. Please update this in the event your number changes during the year.
2. **Medical information**, including dietary requirements and/or allergies. Please remember to tell us of any changes throughout the year.
3. **Consent for outings**. We go out in little groups for the occasional walk, these are always well supervised. If we are going on a major day out, you will be notified. We will probably need your help!
4. **Consent** to allow us to photograph or video your child in the course of their learning.

Our Main Aims are:

- ☀ *To create a **safe and stimulating environment** in which every child feels secure, valued, confident and challenged.*
- ☀ *To actively engage our children by creating **learning opportunities** which encourage exploration, appreciation and respect his/her environment both indoors and out.*
- ☀ *To support children in **discussion, planning and evaluation of their own learning experience and resources.***
- ☀ *To facilitate **partnership working with parents/carers** to develop the needs of every child and the ongoing work of our ELC.*

How you can help us achieve these aims?



A Safe Environment

On arriving and leaving please discourage children from using the green door open button. Sign the children in and out and tell us if someone different will be picking up at home time. *Please remember that no-one under 16 can pick up a child from ELC.*

Arrival or pickup outwith the regular times will require you to ring the ELC bell to speak to a member of staff.

Learning Opportunities

The ELC has many resources which provide stimulating and challenging learning opportunities both indoors and out. Please discourage your child from bringing their own toys from home. We will regularly invite you to come and join us at various times to share in the learning or learn alongside us. Please take up these opportunities if you are able and tell us if there are activities or ideas you would like to be part of.

Children and their Learning

We will involve children in every aspect of their learning: planning, assessing and evaluating, asking them what they want to find out about and how they think they are progressing with their learning. By reading information around the ELC and talking to children about what they have been learning you can help them in this process. We aim to develop confident children with a voice which they know will be listened to

Partnership with Parents

Time at the beginning and end of each session is a valuable time for informal discussion between staff and parents/carers. More formal reporting will take place during the year. Any records/discussions are confidential but can be accessed by parents/carers on request. We encourage you to share learning and achievements at home with us, by talking about this with the staff. Any communications from school/ELC will be put into named trays in the hall and any children's work for home will be put in these trays for your collection.

Promoting Positive Behaviour

We will work together with you, the parents/carers to promote positive behaviour. Behaviour which may harm other children is not acceptable. Our staff promotes and supports talking and reasoning to sort out differences between children. Children will be encouraged to be polite and show consideration and respect for others as part of our whole school Rights Based Learning Programme and will be involved in ongoing discussion to resolve any issues and as a reminder of expected behaviours.

Any accidents and/or incidents will be recorded and reported appropriately.

If your child shows signs of having been upset at the ELC, please take a minute to discuss this with his/her key worker.

Settling In

The ELC staff will help and support your child with settling into the room and routine. Children are all different, therefore, staff will advise you if your child is having difficulty in settling and work with you to help resolve this. If a child is upset or tearful, a parent/carer is welcome to stay with the child for a while. Shorter sessions may also be necessary at the beginning until your child is more confident and happy attending the ELC. You are more than welcome to telephone us if you are concerned at any time about how your child is settling in.

Snacks


We ask for a donation of £3.00 per week, paid on Wednesdays through ParentPay. This allows us to buy a wide variety of food items to offer as our daily healthy snack. Water and milk are provided.

Our children brush their teeth in the ELC, working in partnership with the Childsmile initiative as part of our health education. Each child is provided with his/her own toothbrush.

Any monies left from snack we use for 'extras' such as subsidising outings, gifts at special times, visiting groups and materials for outdoors.

Finally.....

We hope you and your child finds his/her learning experience within the ELC stimulating, challenging and enjoyable. Please talk to us about any worries or questions you may have. We look forward to working with you to achieve our aims and when you wish to become more involved in helping us with any of our activities, please talk to any of our staff.

 **We operate a no smoking policy in the grounds of
Lanark Primary School & Early Learning and Childcare Setting
in line with South Lanarkshire Council**