



**Melrose Primary School
Early Learning and Childcare (ELC)
Newsletter
Term 2
October to December 2016**

Early Learning and Childcare Staff

Mrs Patterson leads the Early Learning and Childcare (ELC) team as Early Years Officer.

Mrs Brown, Mrs Hall, Mrs Scott are Early Years practitioners.

Mrs Hall works full day on Monday, Tuesday and Friday, and mornings only on Wednesday and Thursday.

Mrs Brown works full days on Wednesday and Thursday, and mornings on Monday, Tuesday and Friday

Mrs Scott works full days on Monday and Tuesday.

Curriculum for Excellence in Early Learning Childcare

The ELC team will be planning the learning environment around the children's interests, enquiries and observations of their play. This enables practitioners to be responsive to individual learning.

The ELC team would like to emphasise the importance placed on the information shared with us from parents/carers. This enables us to work together in partnership to plan responsively for the children, through sharing experiences, achievements and enquiries from home.

Parent involvement in Child's Learning

The ELC responsive floor plans are continuously on display on the wall next to the snack area. Parents/carers are welcome to come in and look at them at the beginning or end of a session.

The talking and thinking tree will display all interests, discussions, experiences and photos shared from home. ELC staff will then discuss and provide active opportunities to explore and extend these interests and enquiries within the ELC learning environment. Comment sheets will be available next to the talking and thinking tree for parents to take away to scribe or document children's enquiries etc.

The display boards within the ELC have been divided up so that each child has an interactive square where they can choose to display and share something special they have made or discovered with others. Any personal achievements from home will also be displayed in your child's gallery. The children will be encouraged to share their creativity and enquiries with you, so please make yourself familiar with your child's individual area and enjoy looking at your child's achievements with them.

Parent/Carer Stay and Play Sessions

The ELC will be offering 'Parent/carer stay and play' sessions. Parents/carers are invited to stay and play with their child during the ELC session. This is an opportunity for you to explore the environment with your child, to look at the ways in which your child's learning is being developed and talk to your child about their ELC experiences.

The morning stay and play session will run from **8.40am – 10am** and the afternoon stay and play session will run from **12.40pm – 2pm**.

The date for the next 'Stay and Play' session is:

- **Tuesday 22nd November**

Monday 31st October 2016 – Halloween

Children are invited to come dressed in a Halloween outfit. There will also be a pumpkin carving competition entry fee 50p, carved pumpkins to be brought to ELC on Monday 31st October.

Enrolment Week for ELC3 or ELC4

Enrolment week for children due to start ELC3 or ELC4 from August 2017 will take place 2 - 25 November 2016, parents of children born between 1 March 2013 and 28 February 15 can collect an application pack from Melrose Primary School reception from 21st November 2016.

Monday 12th December 2016 - Christmas Open Day Sessions

Parents/carers are invited to come in with their child for a special Christmas themed session. You will have the opportunity to explore a variety of Christmas experiences with your child. Festive snacks and drinks will be provided and we hope that you will join us for a Christmas sing-song around the log fire. Please return the attached slip to indicate your attendance at the Christmas open day session.

Tuesday 20th December 2016 – Christmas Party

All children are invited to the Christmas party. If your child does not normally attend on a Tuesday but would like to join us please inform a member of staff. Children are invited to wear their party clothes for some party games, dancing and a festive snack.

Please arrive early for pick up to meet our 'special guest':-

Morning ELC parents arrive at **11.05**
Afternoon ELC parents arrive at **15.05**

Letters and Information

All the letters and information for the children can be collected each day from their pocket on the hanger inside the ELC setting door.

Please keep checking for new information.

Future Newsletters

In line with our Eco School policy and for financial reasons, future newsletters will be sent out to parents electronically using the email addresses stated on each child's enrolment form. Please ensure you inform the school of any changes to email addresses during the year. A copy of the newsletter will be displayed in the entrance hall of the ELC setting and posted on the school website. Paper copies of our newsletter are available by request.

Opening and Pick Up Times

The ELC sessions are 3hours and 10minutes. The cloakroom door opens five minutes before the session begins to allow the children to change shoes and be ready to come in. Please ensure your child arrives on time, late arrivals should go to the main school office where office staff will facilitate entrance to the ELC. Morning sessions start at **8.30 am until 11.40 am**; doors will be closed and alarmed at **8.40 am**. Afternoon sessions start at **12.30 pm until 3.40 pm**; doors will be closed and alarmed at **12.40 pm**. The doors are opened at **11.35 am and 3.35 pm** to allow time for parents to pick up children.

Please come straight into the ELC when the doors are opened. We ask **parents/carers** to be **prompt at pick up times** due to staff being involved in team meetings at the end of each session.

If your child is being collected by anyone other than yourselves, please fill in the "PickUp" sheet which can be found on a clipboard in the cloak-room area. Should your child's collection arrangements change during ELC session, please inform the school office.

Clothing

Each child has been allocated a peg and a clothes bag. It is **essential** that there is a spare set of clothes kept in this bag at all times. Each child will also be given a box where they should keep their indoor/outdoor shoes.

The outdoors is regularly used for learning. Please ensure that your child has suitable clothes, a coat and outdoor shoes. On wet days please send your child to ELC with wellies. Children are encouraged to be independent and, where possible, should be sent with shoes they can fasten and unfasten independently.

Melrose ELC would like to offer parents/carers an opportunity to order an ELC jumper and t-shirt for the children to wear when they are busy learning through play. If you would like to place an order please ask a member of staff for details.

Snack Money

The children have snack every day through which healthy eating is promoted. In the cloakroom there is a snack menu for the week and a list of snack costs. Children are given the opportunity to suggest healthy snack ideas and try new foods. Snack is priced at £0.40 per day. You will be informed of the total cost of snack for your child each term (holidays and in-service days will be taken into account). Payment should be given to a member of staff. Cheques should be made payable to "Melrose Primary School" and cash in an envelope marked with the child's name. A receipt will be written and placed in your child's pocket.

Snack money for this term is now due.

Parent Help

The ELC operate an open door policy for parents/carers. Parental involvement is welcomed. If you would like to help, please contact a member of staff.

Please look out for a 'sign-up' sheet for any adults who would be able to support with the library books. Helpers would be required to support children to select a book to enjoy at home, and on return to ELC discuss their likes and dislikes of book they have borrowed. All help is gratefully received!

The children use cardboard boxes for many 'adventures' everyday but due to regular use the cardboard boxes unfortunately do not last long. If you have any big boxes we would gratefully receive them, please speak to a member of staff. Any contribution would be greatly appreciated.

The children use recycled packaging to create their own models/pictures. ELC would be very grateful if any suitable plastic pots, yoghurt containers and cardboard boxes could be collected to add to our junk modelling collection area. ELC will display on the information board in the cloakroom a wish list of resources required to help provide experiences for the children to explore, any contributions would be much appreciated.

'Star Moments'

Achievements in Early Learning Childcare are celebrated in children's Personal Learning Plans, which go home three times per year. As part of celebrating success out of ELC, we are sending home a 'Star Moment' sheet for you to fill in with your child.

Please share any successes your child has had, whether it be a certificate or award, or something they have learned to do that they couldn't do before. These can be written on or have a photograph or drawing attached. When completed, hand the 'Star Moment' sheet to a member of staff to display in the child's personal gallery in ELC. A pocket with blank 'Star Moment' sheets is in the entrance hall. The form is also available on the website.

Sickness and Diarrhoea.

Children should NOT return to the ELC setting for 48 hours after the last bout of sickness and/or diarrhoea. Your support is appreciated in order to avoid the spread of infection.

Dates for your diary

- **Thursday 10th November 2016** - In-service day – (pupils not in ELC)
- **Friday 11th November 2016** - In-service day – (pupils not in ELC)
- **Monday 21st November – Friday 25th November 2016** - ELC Enrolment Week
- **Tuesday 22nd November 2016** - Stay and play session
- **Tuesday 22nd November 2016** - Parent Consultation – Vision, values and aims
- **Wednesday 23rd November 2016** – Parent Consultation - Vision, values and aims
- **Monday 28th November 2016** - St Andrews Day - (pupils not in ELC)
- **Thursday 8th December 2016** - Melrose Primary School Christmas fair
- **Monday 12th December 2016** - Melrose ELC Christmas open day
- **Tuesday 20th December 2016** - Melrose ELC Christmas party
- **Thursday 22nd 2016** - ELC closes for the Christmas holidays at 3.35pm
- **Monday 9th January 2017** – ELC opens to pupils