



Melrose Primary School

ELCC Newsletter

Term 1 - September 2015

Welcome to the first Early Learning Childcare Newsletter of the new session.

The children have settled in well and are enjoying exploring the ELCC environment and the variety of experiences provided.

Early Learning Childcare Staff

Mrs Patterson will be leading the team as Senior Nursery Nurse.

There are four childcare practitioners Mrs Brown, Miss Gettings, Mrs Scott and Mrs Noble. Mrs Brown will be in ELCC setting every day as will Miss Gettings until January when Mrs Hall will return from maternity leave. Mrs Scott will work all day on a Monday and a Tuesday morning, Mrs Noble will be in on Wednesday mornings.

Curriculum for Excellence in Early Learning Childcare

This term the focus is on settling the children into the setting and introducing them to the rules and routines, with a particular focus on developing friendships.

The learning context will be familiar stories and rhymes through the 'All about Me' context, where the children will be given the opportunity to watch, read, listen to and share their favourite stories and rhymes. We will be encouraging the children to show an awareness of their own and others feelings when taking turns and sharing resources. The children will develop awareness that we all have similarities and differences but are all unique through sharing our likes and dislikes and will be able to explore a variety of active sensory experiences using their senses to investigate the world around them.

Our parent's notice board will have information on a variety of sensory activities you can recreate with your child at home which will encourage the children to share their learning and discoveries with you. We would like you to share with us any interesting discussions or photos taken during activities undertaken at home.

Weekly activities are displayed in the cloakroom, on the whiteboards, and parents are encouraged to look at these.

Letters and Information

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

Please keep checking for new information.

Opening and Pick Up Times

The ELCC session lasts for three hours and ten minutes.

The cloakroom door opens five minutes before the session begins to allow the children to change shoes and be ready to enter ELCC setting. Please ensure your child arrives on time to each session. Late arrivals should go to the main school office where office staff will facilitate entrance to the ELCC setting.

Morning sessions start at **8.30 am** until **11.40 am**. The ELCC setting doors will be closed and alarmed at **8.40 am**.

Afternoon sessions start at **12.30 pm** until **3.40 pm**. The ELCC setting doors will be closed and alarmed at **12.40 pm**.

The ELCC setting 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 ELCC setting 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. Children who are not collected by the pickup time will be taken to the school office to wait to be collected. Parents/carers who are late for pick should go directly to the school office.

If your child is being collected by anyone other than yourselves, please fill in the "Pick Up" sheet, which can be found on a clipboard in the cloak-room area.

Should your child's collection arrangements change during a session, please inform the school office.

Clothing Requirements

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 basket to keep their indoor shoes.

The outdoors is regularly used for learning. Please ensure that your child has suitable clothes, a coat and outdoor shoes at all times. On wet days please send your child to ELCC setting with wellies.

Children are encouraged to be independent and, where possible, should be sent with shoes they can fasten and unfasten themselves.

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, also your child's start date for this term.) 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.

Snack money for the first term is now due – thanks to those who have already paid.

Parent/Carer Help

We operate an open door policy for parents/carers. Parental/carers involvement is welcomed if you would like to and are able to help, please contact a member of staff.

From time to time help may be required for trips out of the ELCC setting. A pink note will be sent home, or a request will be made on the cloakroom notice board.

All help is gratefully received!

Personal Toys and other items

At times children may be asked to bring in toys or items related to our learning context. Children should not routinely bring toys and other personal items, as there is a risk they will be lost or misplaced.

'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 ELCC, 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 is a certificate, award or something they have learned to do that they could not 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 alongside the other 'Star Moments' in the cloakroom. 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 ELCC setting for 48 hours after the last bout of sickness and/or diarrhoea. Your support is appreciated in order to avoid the spread of these infections.

'All about Me' and Permission Forms

Please could you make sure that you hand back the '**All about me**' sheets and **permission slips** that were handed out on your child's settling in visit or at the beginning of term. We collate all the information which is used to support child led planning and experiences helping us to make a smooth transition for every child into our ELCC setting. The Permission form includes information needed with regards to taking photos and email addresses so that future newsletters and any information we need to pass on can be sent electronically. Please ask a member of staff if you need another copy of either form and they will be happy to provide you with one.

Future Newsletters

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

Information Evening

There will be an information evening for Parents/carers of children in Primary one and Early Learning and Childcare. (Nursery) You are invited to attend the information evening on Wednesday 21st October at 7pm in the main building. Further information will follow nearer the time.

Dates for your diary

- **October Holiday: Monday 12th – Friday 16th October.**
- **Information Evening for P1 & ELCC Parents/Carers**
- **In-service Day Thursday 12th November**
- **In-service Day Friday 13th November**