



**Welcome to Catrine ECC**



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| Contact us | Phone - 01290 551233  Email – [eacatrine.ecc@eastayrshire.org.uk](mailto:eacatrine.ecc@eastayrshire.org.uk)  Depute Manager – Alana Speirs  Head Teacher – Judith Govans  Senior Practitioner – Lesleyanne Adams |

Catrine Early Childhood Centre FAQs

**How much is snack?**

Snack is free. Under the Scottish Healthy Milk and Snack Scheme, we will provide whole milk, water, fruit and vegetables daily. Please advise us if your child has any allergies.

**What happens if my child is unwell?**

As we are regulated by the Care Inspectorate, we have clear guidelines on infection control. There are many childhood illnesses about which we have guidance from the NHS regarding exclusion, for example:

*Sickness/diarrhoea - 48 hours from the last period of sickness/ diarrhoea.*

*Chickenpox- 5 days from the onset of the rash, once all the spot have crusted over.*

*Head lice- Your child can return once treated.*

*Temperature- 48 hours after temp has returned to normal.*

It is important that you notify us as soon as possible if your child is unable to attend due to illness, appointments, or family holidays.

If your child becomes ill at nursery we will contact you on the emergency contact details provided by you, therefore it is important that these are kept up to date.

**What should my child wear?**

The children have access to outdoor play every day regardless of the weather, so please make sure they have a jacket EVERY DAY and suitable footwear for outdoors (e.g. wellies/boots). If they arrive wearing wellies or boots it would be good to have a pair of shoes to change into for indoors too. On sunny days please apply sun-cream and provide a hat.

We encourage children to become independent at the toilet, therefore please keep this in mind when choosing what to wear. We use paint, glue etc daily so don’t send them in their best clothes. A bag with spare clothes can be left on

their peg in case of accidents or spills.

***Please mark your child’s name or initials on all items.***

**Who can bring/collect my child?**

You will be asked to name the people who you wish to be able to bring/collect your child. No-one other than those on the list will be allowed to bring/collectyour child without prior notice/ authorisation from you.

Anyone bringing/collecting your child must be at least 16 years of age.

**What are the session times?**

Full Day: 8.45am – 2.45pm

Half Day: 8.45am – 12.15pm

For security reasons our doors are locked at all times. If you need to arrive at the centre out with the times stated above then please call ahead and someone from the office will be able to look out for your arrival.

**Your child’s first few days**

First day 9.15am - 11.15am (2hrs)

Second day 9.00am - 12.15pm (3hrs15mins) adding in lunch this time

Third day onwards if your child has settled well on their first 2days and you wish to try a full session you can do so. This however will be agreed and discussed with each individual parent/carer at pick up time the previous day 8.45am-2.45pm (6hrs)

Please be prepared for a soft start and a nurturing settling in period for your child if it is required. Some children need their time built up for a more positive and caring experience.

**How do I know how my child is getting on?**

Staff keep records of your child’s progress in different forms such as observations, photographs, tracking and monitoring grids and floorbooks.

Each child has their own folder during their time at the centre that they can access freely. With the support of parent/carers, ELCP’s set targets each term for your child. If you have a particular concern or request please do not hesitate to approach your child’s key worker, our senior practitioner or Depute Manager. Remember, we are not just here for your child, but for you as well.

**How do I know what’s going on?**

We find that the most effective way to share information with our parents/carers is to use our digital platforms. Currently, we use the School App for Parents to inform you of dates news and events. Please download the app, available in the Apple App Store or Google Play. We are also on Twitter @CatrineECC and we can also be found on Glow: blogs.glowscotland.org.uk

We will share more information in regards to the Learning Journal set up when your child starts and further support will be available if required.

**Morning Routine**

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| 8.45am | **Doors open** |
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| 9.00 – 9.20 | **Keyworker targeted small group work, toothbrushing, lunch choices** |
| 9.20 – 11.05 | **Free play/Snack/Outdoors**  **Our AM session activities are based on fortnightly planning, tracking and monitoring and adult provocations (initially from children’s interests)**  **(Thursdays – Support groups, literacy, communication and numeracy)** |
| 11.05-11.20 | **Tidy up time, story and handwashing** |
| 11.20 – 12.00 | **Children’s lunches** |

**Afternoon Routine**

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| 12.00-12.30 | **ELCP planned activity, rest and quiet if required**  **responsive to children** |
| 12.30- 2.30 | **Free play/outdoor/snack/out in community**  **Our PM session we try to make more homely.**  **When your child’s group is out in the community they may visit the park or enjoy a walk up to the voes. When in the ECC we aim to bake bread, enjoy outdoor play experiences and work towards achieving our targets.** |
| 2.30-2.45 | **Tidy up time, story, reflection, home time** |